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STUDENT DISPOSITIONS

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CHAPTER 1

GENERAL

1-1. HISTORY. This publication is a major revision.

1-2. PURPOSE.

a. Establishes policies and procedures pertaining to the enrollment, relief/dismissal, and new start of enlisted, warrant officer, civilian, and officer students in courses overseen by the Soldier Support Institute (SSI).

b. Establishes procedures and assigns responsibilities of commandants, battalion commanders, training department directors, course directors/NCOICs/series chiefs/first sergeants (NCOA), company commanders, and class advisors/drill sergeants/instructors/small group leaders (SGLs), regarding the counseling of students.

1-3. REFERENCES. Related publications are listed in Appendix A. Definitions and acronyms are listed in the Appendix B.

1-4. APPLICABILITY.

a. All personnel responsible for the enrollment, relief/dismissal, and new start of students will adhere to the procedures established in this regulation. During initial counseling sessions/course orientations, advise students of the provisions of this regulation, including (and especially) their right to appeal any relief/dismissal decision.

(1) This regulation applies to all student personnel, military or civilian, attending SSI courses.

(2) This regulation also provides general information applicable to international military students. Further guidance is in Army Regulation (AR) 12-15 Joint Security Assistance Training (JSAT).

(3) Upon specific written approval from the Soldier Support Institute Commanding General, the commandants (AGS, FIS, NCOA, RRS, SOM) and battalion commanders (TSB and 369th AG BN) are authorized to modify this regulation to meet course requirements. If an exception to policy is approved and remains in effect at the time this regulation is revised, it will be included.

(4) Army Regulation 350-1, Army Training and Education and TRADOC Regulation 350-10, Institutional Leader Training and Education govern the enrollment and relief/dismissal of students from initial phases of noncommissioned officer education system courses at the Noncommissioned Officers Academy (NCOA).

(5) U.S. Army Training and Doctrine Command (TRADOC) Regulation 350-6, Individual Military Education and Training, govern policies and administration for enlisted initial entry training (IET) students.

(6) For U.S. Navy (USN), U.S. Marine Corps (USMC), U.S. Coast Guard (USCG), and U.S. Air Force (USAF) personnel, inter-service memoranda of agreement (MOA) or memoranda of understanding (MOU) may supersede the policies and procedures set forth in this regulation.

b. Counseling procedures apply to all SSI elements.

1-5. POLICIES.

a. The chain of command, staff and faculty will ensure students reach their training potential and have their rights protected. The full range of preventive, remedial, and corrective measures available will be used when it appears that a student is experiencing difficulties that could lead to dismissal.

(1) Students unable to meet defined training standards in the course student evaluation plan (SEP) will be provided remedial training. Whenever possible, students should remain with their classes instead of receiving a new

start into following classes. Remedial training and retesting will be conducted once per examination; students will be processed for academic failure and relieved/dismissed, after failure of a retest. Additional re-tests are available through the appeals process as outlined in the individual SEP.

(2) New start or administrative hold. Students should be considered for holdover when it appears that such an action will assist the student in the successful completion of the course.

b. Class advisors (Drill Sergeants/Instructors/SGLs) will be appointed, as appropriate, for all students enrolled in courses conducted at SSI.

c. A summary of the authority and procedures governing the separation of students from courses established in this regulation will be incorporated into SEPs, located in the classroom, or standard operating procedures (SOPs), posted in a designated area. A brief explanation of separations, to include the location of a current copy of this regulation, as well as the location of the applicable SEP, will be provided to students by the class advisor/drill sergeant/instructor/SGL during initial counseling.

d. All students attending the Officer/Warrant Officer Basic Courses will be briefed on the Faculty Board provisions of AR 600-8-24, Officer Transfers and Discharges, by the company leadership during initial briefing.

e. All student dispositions will be hand carried in order to be handled as expeditiously as possible with concern for the student's privacy and due process rights.

1-6. COORDINATION REQUIREMENTS.

a. Academic direction and control. Students engaged in training remain under the academic direction and control of the course director/first sergeant (NCOA)/NCOIC/series chief. No student will be relieved or receive a new start without proper coordination and written approval of the appropriate authority and documentation in ATRRS. Relief/dismissal or new start is a student status change, and will be documented using FJ Form 350-100-6, Student Disposition Form (Appendix C) and routed through the chain of command. Commandants retain the sole authority to disenroll students from their schools except in cases where a student fails to pass the Army physical fitness test (APFT), or to meet and maintain height/weight standards in which case they will be identified and processed by the chain of command. Battalion commanders will be the approval authority in those situations with the commandants having final review of the completed disposition. **STUDENTS WILL REMAIN IN TRAINING UNTIL RECOMMENDATIONS FOR RELIEF/DISMISSAL ARE APPROVED AND ALL APPEAL PROCEDURES ARE COMPLETED.**

b. In cases demanding immediate action, facts and recommendations regarding individual cases may be transmitted telephonically to the commander and commandant or appropriate course director/first sergeant (NCOA)/NCOIC/series chief for expeditious resolution. Telephonic communications will always be followed by written correspondence documenting the basis for the actions requested/taken.

c. The student's company commander/first sergeant (NCOA) will be immediately advised of all adverse academic and non-academic actions and notified prior to removing the student from training.

d. The following pertains to Active Army, Army National Guard (ARNG) and U.S. Army Reserve (USAR), civilian students, personnel from other U.S. Armed Services, and international military students.

(1) ARNG/USAR.

(a) If an ARNG or USAR student is the subject of any recommendation which, if approved, would alter the duration of the student's training, the originator of the recommendation will notify the appropriate ARNG/USAR liaison. The ARNG/USAR liaison will notify HRC or the appropriate Reserve Component (RC) authority (see table 1-1). The liaison personnel will be notified immediately when RC students do not complete graduation requirements. ARNG/USAR liaison personnel will resolve any potential conflict on active duty

extensions with the appropriate RC authority. As necessary, ARNG or USAR personnel will be placed in a hold status IAW ATRRS Verification Tables Reason Codes.

(i) FJ Form 350-100-6, Student Disposition Form(Appendix C) will be processed through company and ARNG/USAR liaison for signatures and concurrence within one duty day from the time it is initiated.

(ii) FJ Form 350-100-6, Student Disposition Form(Appendix C) will be transmitted to the appropriate ARNG or USAR liaison at which time the student will be counseled.

(b) The student's training unit will issue the student clearance papers and coordinates with the ARNG/USAR liaison to request the orders be amended indicating the specific date of release from active duty.

(c) A student in an ADT, annual training, or temporary duty status will not be held on active duty past his/her release date without prior coordination with the ARNG/USAR liaison.

(d) FJ Form 350-100-6, Student Disposition Form(Appendix C) will be processed through the company, course director/first sergeant (NCOA)/NCOIC/series chief, training department director, ARNG/USAR liaison, battalion commander and commandant.

(2) CIVILIAN. Any action initiated on a civilian student requires the course director/first sergeant (NCOA)/ NCOIC/series chief to notify the student's employing agency, by telephone, prior to submitting the recommendation. A FJ Form 350-100-6, Student Disposition Form(Appendix C) will be staffed through the class advisor and the course director/first sergeant (NCOA)/NCOIC/series chief and approved by the commandant. Final appeal authority will be the Commanding General, SSI. Other procedures for the relief/dismissal or new start of civilian students will be the same as for officer students.

(3) PERSONNEL FROM OTHER U.S. ARMED SERVICES OR FEDERAL AGENCIES.

(a) When a student from another U.S. Armed Service or federal agency is the subject of any recommendation which may alter the duration of the student's training at SSI, the originator of the recommendation will staff the action through the student's detachment commander/agency.

(b). Final disposition of the student will not be decided without written input from the student's service or civilian agency.

(4) INTERNATIONAL MILITARY STUDENTS. Actions concerning international military students will be coordinated with the International Military Student Office.

CHAPTER 2

ENROLLMENT

2-1. GENERAL.

a. Enrollment is complete when student data has been documented in ATRRS. Students will be reported on a class enrollment roster. No eligible student will be denied enrollment without concurrence by the battalion commander/Commandant, NCOA. The commandant is responsible for the final review of enrollment denials and will insure that the student's disposition is complete, and processed through Academic Records within three days of denied enrollment notification. Enrollment problems for USN, USMC, USAF, USCG, ARNG/USAR, international, or civilian members will be coordinated with respective service representatives or liaisons.

b. Students attending institutional training courses must meet:

(1) Course prerequisites as outlined in the ATRRS. This is based on the prerequisites listed in Department of the DA Pam 351-4, U.S. Army Formal Schools Catalog.

(2) Height and weight or body fat standards prior to enrollment IAW AR 600-9, AR 350-1 paragraph 3-9, and chapter 3 of this regulation.

(3) Physical fitness standards IAW AR 350-1 and chapter 3 of this regulation. Students with temporary profiles that prohibit full participation in the completion of course requirements will be denied enrollment IAW AR 350-1 and TR 350-10.

c. Unit Pre-Execution Checklist (NCOA Army students only).

(1) Students who report for training must have in their possession a completed Unit Pre-Execution Checklist. The Pre-Execution Checklist is a pre-enrollment requirement for all NCOA courses. The purpose of this document is to assist the unit in preparing students for school attendance, while providing one single document, with appropriate attachments, for the training institution.

(2) The Pre-Execution Checklist will be used to verify routine prerequisites such as line scores, PULHES, and AER. This checklist will be completed by appropriate unit personnel and verified and signed by the originating unit commander. Students reporting for training without the checklist signed by the student and unit commander will be given 72 hours from the report date to provide the checklist with appropriate attachments. After this time, students will be denied enrollment and returned to their units.

(3) A copy of the Pre-Execution Checklist is found in TRADOC Regulation 350-18, The Army School System (TASS).

2-2. PRIORITY FOR ENROLLMENT OF QUALIFIED STUDENTS.

a. Categories for enrollment are:

(1) Reserve Enlisted Program, IAW AR 612-201.

(2) National Guard, IAW Title 32.

(3) Reserve Component (RC) students on ADT.

(4) Other services, civilian, and international students.

(5) Active Army with follow-on training, mandatory reclassification, date of rank, and other (volunteer to wait; single vs. married; remedial study required).

b. Students in wait-status on the ATRRS (if seats are available).

c. New Starts. A student who is recycled either to the beginning of another class or to a point within another class (in both cases the student remains in the same course) will be added to the class total but will not displace a first time student.

2-3. FAILURE TO MEET ENROLLMENT REQUIREMENTS.

a. Unqualified students (to include not meeting weight or body fat standards, except IET) will be denied enrollment and reported by the company commander/first sergeant (NCOA) on FJ Form 350-100-6, Student Disposition Form (Appendix C). The commander will notify HRC of the soldier's ineligibility for training and request assignment instructions for active component soldiers. The commander will notify the USAR/ARNG liaison of the soldier's ineligibility for training in the case of RC soldiers. The procedural flow for nonenrollment is shown on table 2-1.

b. Waiver requests, other than for grade requirement or Armed Services Vocational Aptitude Battery (ASVAB) Composites Scores, will be coordinated with the respective course director/first sergeant (NCOA)/NCOIC/series chief prior to approval/ disapproval by the commandant or designated representative. This procedure is applicable for both Active and Reserve Component students. Waivers for height and weight will not be permitted.

c. Service time remaining requirements. Army students who fail to meet service time remaining requirements will not be enrolled unless they voluntarily agree to extend their term of service prior to the class start date. Other military service personnel (notably USN, USMC and USAF) will have time requirements verified by their units prior to reporting for training.

(1) Active Army and USAR students will be referred through their company commanders to the School Reenlistment Office where they will be counseled and offered an opportunity to extend their enlistments. Students who decline will be denied enrollment and returned to their unit.

(2) National Guard students will be referred through their company commander to the appropriate NG liaison where they will be counseled and offered the opportunity to extend their enlistment. Students who decline will be denied enrollment.

d. Students who do not meet course prerequisites and are denied waivers for enrollment will be processed as follows:

(a) Active Army students.

(i) Students without an enlistment/reenlistment commitment may either be recommended for enrollment in other SSI courses for which they are qualified or referred for reassignment. The company commander has the responsibility for such enrollment/reassignment actions in coordination with the Human Resources Command (HRC).

(ii) Students with an enlistment/reenlistment commitment will be referred through their respective company commanders to the appropriate liaisons, for counseling and disposition. Students in this category may remain in service and be assigned according to the needs of the Army, select an available course for which they are qualified, or elect to be separated from the service. If discharge is the option selected, the provisions of AR 635-200, Enlisted Personnel, apply.

(b) ARNG or USAR students will be referred to their respective liaison in accordance with paragraph 1-6 of this regulation.

(c) Students from other U.S. Armed Services will be processed through their specific liaison NCO/detachment commander.

CHAPTER 3**PHYSICAL FITNESS IN SSI COURSES**

3-1. GENERAL. Physical fitness training in SSI courses will be conducted IAW AR 350-1, TR 350-6, TR 350-10, TR 350-18, and FM 21-20. All Army students attending SSI courses will be measured and weighed by the company (first sergeant, NCOA) prior to enrollment. Soldiers awaiting IET (AIT and OBC) may be tested, but no formal record will be maintained. The company (first sergeant, NCOA) will administer all Army Physical Fitness Tests (APFT) for record in courses of instruction requiring an APFT to graduate. All Army students attending SSI courses, that require an APFT to graduate, (except OBC) will take the APFT within 72 hours of enrollment; a subsequent test will not be required should they pass. If the student fails the initial APFT, the company (first sergeant, NCOA) will administer a subsequent APFT. OBC students will take the APFT within 30 days of enrollment; a subsequent test will not be required should they pass. If a temporary profile prohibits a student from performing/participating in all course physical performance requirements, to include the APFT, marching, and field training exercises, written documentation must be provided by the attending physician and the student will be medically dismissed; the student will be eligible to return to the course.

3-2. APFT.

a. If a student attending BNCOC, ANCOA, WOAC, or a compressed Reserve Component course fails the initial APFT, he/she will be provided one retest within seven days after failure of the initial APFT. Compressed Reserve Component course students will be provided one retest not earlier than day six or later than day seven of the Program of Instruction (POI) after the initial APFT. Students failing the retest will be considered disqualified for enrollment and will receive nonacademic dismissal for failure to meet APFT standards. The procedural flow for nonenrollment is shown on table 2-1.

b. Students attending professional development courses in either a PCS or TDY status (for example CCC) 8 weeks or longer must take and pass the APFT to graduate. This includes RC in AT, ADT, and/or IDT status. Those who fail to pass the standard or approved alternate APFT will not graduate. Other courses fewer than 8 weeks may require passing the APFT for graduation. Two subsequent APFTs will be administered. Students, having passed a previous APFT for graduation, will not be required to take a subsequent APFT to graduate.

c. IET students (AIT and OBC) must pass an APFT prior to graduation. A subsequent APFT will be administered after the initial APFT for OBC students. OBC students, having passed the initial APFT for graduation, will not be required to take a subsequent APFT to graduate. The company commander has the responsibility for disenrollment/attachment actions in coordination with the Human Resources Command (HRC) or the appropriate USAR/ARNG authority if an OBC student is unable to graduate due to APFT failure. If the student is attached to Alpha Company after the course graduation date to pass the APFT, the First Sergeant is responsible for the physical fitness progression of the student.

d. United States Army physical fitness and height/weight standards do not apply to international or civilian students. International students may participate in physical fitness training on a voluntary basis. Failure to achieve the minimum passing score on the physical fitness test will not be noted on international students' academic reports, but voluntary participation and passing test scores may be noted.

e. Members of other military departments must meet their service's physical fitness standards when attending an Army course of instruction.

3-3. PREGNANCY AND INSTITUTIONAL TRAINING COURSES.

a. The procedural flow for pregnancy is shown on table 3-1.

b. Pregnant students will not be enrolled in courses without a physician's written documentation that states the student can perform/participate in all course physical performance requirements. This includes APFT, marching, and field training exercises. The student will be denied enrollment, or if already attending the course, will be medically dismissed; the student will be eligible to return to the course.

c. Prior Service and reclassification training students, if determined to be pregnant, will be referred to the unit commander; enlisted students will be processed IAW chapter 8 AR 635-200.

d. IET students, if a student is determined to be pregnant, she will be referred to the unit commander, enlisted students will be processed IAW chapter 11 AR 635-200.

3-4. BODY COMPOSITION STANDARDS.

a. In accordance with TRADOC Regulation 350-6, AIT (IET) students with less than 6 months on active duty have no height and weight requirements under AR 600-9. Enlisted initial entry training students with more than 6 months active service who fail to meet body composition standards will be enrolled in the Army Body Composition Program and flagged (transferable), counseled, and permitted to graduate and PCS to their next duty station. All records pertaining to their counseling and treatment are forwarded to their new commander. Enlisted initial entry training students will be measured and weighed at least 14 days prior to graduation. This information will be entered on the student's DA Form 5286-R.

b. Reserve Component students enrolled in the split-training option must meet accession body composition standards for the successive period of active duty training.

c. OBC (IET) students exceeding body fat percentages after the initial APFT (within 30 days of course start date). will be flagged, placed in a weight control program and counseled on the need to meet the weight standards. Favorable personnel actions will be suspended until the flag is lifted. Those making satisfactory progress will be permitted to continue training. OBC students not making satisfactory progress as defined by AR 600-9 will not continue to be enrolled in the course. OBC students not meeting body composition standards will not be allowed to graduate and will be processed for elimination from the service.

d. Prior Service students are required to meet the body composition standards of AR 600-9 upon reentry on active duty.

e. Reclassified students must meet the requirements of AR 600-9.

3-5. ENTRIES ON STUDENT EVALUATIONS Students who attend courses requiring academic evaluation reports (AERs) will have APFT results (pass, fail, or profile) and height and weight results or body composition standards noted on their AERs. Phase I students (NCOA) do not require APFT results to be annotated on their AERs. AIT (IET) students exceeding body fat percentages at the time of graduation will have "Height/Weight NO: annotated in item 16.

CHAPTER 4 COUNSELING

4-1. GENERAL.

a. Developmental counseling (administrative, nonacademic and academic) as well as other forms of individual communication will be provided as early as possible. Frequency of academic counseling will be included in the student evaluation plan (SEP) for each course.

b. Counseling documents must be signed and dated by both the counselor and student once the counseling is performed. If the student refuses to sign, the counselor must annotate on the document "student refuses to sign," then sign and date the counseling document.

c. Counseling will be IAW FM 22-100.

d. If you recommend disenrollment, tell the student:

- (1) Why you recommend the disposition.
- (2) The effect this disposition might have on his/her career.
- (3) Whether they may appeal and the procedures for submitting an appeal.

4-2. RESPONSIBILITIES. Commandants will ensure:

a. Class advisors/Drill Sergeants/Instructors/SGLs duties will be outlined in the individual school SOPs.

b. Course directors/first sergeants (NCOA)/NCOICs/series chiefs duties will be outlined in the individual school SOPs.

4-3. ACADEMIC EVALUATION REPORT. The AER (DA Form 1059) provides a qualitative and quantitative assessment of student's abilities. Therefore, input is required from all instructors and evaluators who have had professional contact with the student. Entries will reflect the student's performance and potential for absorbing higher levels of training, education and development and performing more complex duties with greater responsibilities. School commandants and commanders will ensure the objectivity and accuracy of AER ratings and supporting comments. Standard computer generated entries are not authorized. Comments on AERs will match those found on the student's developmental counseling form.

a. Army students completing leader training, education, and development courses will be evaluated in accordance with AR 623-1, using the AER.

b. International military students will be evaluated in accordance with AR 12-15.

c. Civilian students completing course work and programs other than leader development courses will be evaluated on forms and by methods approved by each school. Evaluations will be used as input to the student's official performance rating in accordance with approved performance plan objectives during the rating period that the training occurred.

CHAPTER 5**ADMINISTRATIVE DISPOSITIONS AND PROCEDURES****5-1. GENERAL.**

a. Early graduation will be approved by the commandant or designated representative. Coordination will be done by the company commander/first sergeant (NCOA) and the training department director/Senior SGL (NCOA) or their delegated representative. The procedural flow for early graduation is shown on table 5-1. The graduated student will be documented as graduating with the class in which enrolled. If the student is ARNG/USAR or from another U.S. Armed Service the respective liaison must concur and coordinate the action as outlined in paragraph 1-6 of this regulation.

b. Students may on occasion fail to meet course requirements due to unusual mitigating circumstances. A course director/first sergeant (NCOA)/NCOIC/series chief, in coordination with the company commander/Commandant, NCOA, may new start a student. The procedural flow for new start is shown on table 5-2. The new start student will be documented as graduating with the new class in which they are enrolled. If the student is ARNG/USAR or from another U.S. Armed Service the respective liaison must concur and coordinate the action as outlined in paragraph 1-6 of this regulation.

5-2. HOLD STATUS.

a. When neither accelerated graduation nor new start is considered an appropriate alternative, the course director/first sergeant (NCOA)/NCOIC/series chief may hold a student past a course closing date for the purpose of completing requirements for graduation.

(1) The course director/first sergeant (NCOA)/NCOIC/series chief will coordinate the hold action with the student's company and battalion commander/Commandant, NCOA. See Chapter 1, paragraph 1-6, of this regulation for additional coordination requirements. This coordination must be accomplished prior to the course closing date.

(2) Students who complete the course while in hold status will be documented as graduating with the class in which they were initially enrolled.

(3) Army National Guard and USAR students will not be held past course closing dates without prior written concurrence from the appropriate ARNG/USAR liaison.

(4) Personnel from other U.S. Armed Services will not be held past the course closing dates without prior written concurrence from the appropriate service liaison.

b. Overfilled class disposition. Personnel volume in each course will be managed IAW approved POIs and ATRRS. It may be necessary, however, to place students in a hold status and thus increase class size.

(1) Teaching departments will report excess students, by name, within two duty days, to Academic Records Section.

(2) Active Army non-prior-service students will not be placed in a hold status for more than 30-calendar days, without written approval from the battalion commander/Commandant, NCOA. Holdover students will have first priority for enrollment in the next available class; if excess students arrive, new holdover(s) will be identified. Approval authority for holdovers over 30 days in the (MOS) programs is the battalion commander/Commandant, NCOA

(3) Every effort will be made to ensure that Active Army students awaiting follow-on training are not held over more than 30-calendar days.

(4) Others without reservations on ATRRS will be returned to their parent units, unless there are unfilled training seats.

(5) Students new started by the course director/first sergeant (NCOA)/NCOIC/series chief will not be counted in determining if a class is overfilled.

c. If a class is significantly underfilled or adequate resources are not available (i.e., equipment, faculty, etc.) to conduct a class, the course director/first sergeant (NCOA)/NCOIC/series chief may recommend, in writing, that students be placed in a hold status until the start date of the next class or until resource deficiencies are corrected. Approval authority is the commandant or designated representative. The procedural flow for class/course transfer is shown on table 5-3.

d. Individuals may be placed in a hold status due to incarceration or medical/compassionate reasons.

e. Functional Academic Skills Training (FAST). A student who scores below the standards prescribed in AR 621-5, on the Test of Adult Basic Education, in the area(s) of proficiency required for his/her military job (i.e., reading, mathematics, language, word processing), may be referred for FAST classes. In coordination with the company commander, training department directors may place students in a hold status for up to 6 weeks of remedial training at the local Army Education Center with the approval of the school commandant.

5-3. DOCUMENTATION OF STUDENT STATUS.

a. ATRRS is the official Army system for training documentation records. All student enrollments, holds, new starts, graduations, and other student actions must be documented in ATRRS with a FJ Form 350-100-6, Student Disposition Form (Appendix C).

b. ATRRS posting must be completed within 48 hours after: the scheduled class start date, end date, attrition, hold, or new start event. This requirement applies to all training courses taught at SSI and is applicable to all personnel attending courses, to include Active Army, USAR, ARNG, sister-service personnel, international students, and civilian personnel.

c. All personnel responsible for student management must document student status to ensure timely ATRRS posting.

d. The company commander/first sergeant (NCOA) will ensure student records are complete and audit trains are maintained for all personnel actions for a minimum of 12 months

5-4. STUDENT UTILIZATION.

a. Early arrivals/holds. Students arriving early for a scheduled course, or students in a hold status waiting for a training unit to fill, should be actively engaged in introductory training (when available) for the course they are to attend and will not be used solely for performing details. This introductory training may consist of orientation, in-processing, APFT, and unit-taught subjects selected by the unit commander. The hold status for a student automatically ends when the student starts training and is posted in ATRRS.

b. Students, during academic instruction will not normally be required to perform guard duty, housekeeping, post police call, snow removal detail, or any other installation maintenance details or duties except:

- (1) When a requirement exists to clean and maintain their own immediate living and classroom areas.
- (2) When relieved from a course and awaiting orders in a disciplinary or casual status.
- (3) During clean up or recovery operations after an emergency.

- (4) When these duties are integral to learning objectives within the course of instruction.
- (5) When a student has arrived for training, but the formal training has not started.
- (6) When conducting spring and fall clean-up.

5-5. REFERRED AERS FOR STUDENTS PENDING ADMINISTRATIVE SEPARATION (see AR 623-1).

Any AERs that are submitted on students relieved from a course, pending administrative separation from service under provisions of AR 635-200, will not be given to the student by the reviewing official for acknowledgment and comment until the action is approved.

5-6. REPORTING ATRRS CODES. All requests for relief/dismissal or new start must be documented in ATRRS and will be documented using FJ Form 350-100-6, Student Disposition Form (Appendix C) and routed through the chain of command.

5-7. REPORTING BY COMPANY COMMANDERS/FIRST SERGEANTS (NCOA). Company commanders/first sergeants (NCOA) will ensure the appropriate course director/NCOIC/series chief/SGL is informed when any adverse action is taken against a student.

5-8. REPORTING BY CLASS ADVISORS/DRILL SERGEANTS/INSTRUCTORS/NCOICs/SERIES CHIEFS/SMALL GROUP LEADERS. Class advisors/drill sergeants/instructors/NCOICs/series chiefs/SGLs will ensure that the appropriate company commander/first sergeant (NCOA) is informed when they become aware of any misconduct occurring within the academic setting. Class advisors/drill sergeants/instructors/NCOICs/series chiefs/SGLs will advise the chain of command of any adverse actions affecting a student to ensure proper coordination of command-conducted training and disciplinary actions.

CHAPTER 6

**ACADEMIC RELIEF/DISMISSAL
WITH AND WITHOUT LOSS OF COMMISSION OR APPOINTMENT PROCEDURES FOR
COMMISSIONED OFFICERS, APPOINTED WARRANT OFFICERS, AND CIVILIAN STUDENTS**

6-1. REASONS FOR RELIEF/DISMISSAL. Students may be relieved from a course for academic reasons. Academic relief/dismissal actions take priority when both academic and non-academic relief/dismissal actions are initiated for a student. Reasons for academic relief/dismissal are failure to demonstrate minimum training competencies and failing to meet requirements as prescribed in SEPs. Examples, which may justify academic relief/dismissal, include:

- a. Repeated failure to report for and participate in training.
- b. Failure to conform to prescribed standards of dress, personal appearance, or military bearing.
- c. Cheating. This includes a wide variety of dishonest behaviors, but it is principally characterized by (though not limited to) the practice of obtaining examination answers or other graded materials inappropriately through means other than personal study, learning, and/or memorization.
- d. Plagiarism. Representing as one's own the work of others, refer to school specific policies for further guidance.
- e. Repetitive disruptive behavior, which interferes with the opportunity of others to learn.

6-2. EARLY REMOVAL FROM TRAINING.

a. STUDENTS WILL REMAIN IN TRAINING UNTIL RECOMMENDATIONS FOR RELIEF/DISMISSAL ARE APPROVED AND ALL APPEAL PROCEDURES ARE COMPLETED. Exceptions to this policy include health or safety reasons, verified illegal substance abuse, disruptive behavior, or when continued training by the student poses a threat to the student or others.

- b. Authority for early academic removal resides with the commandant.

6-3. PROCEDURES. The procedural flow for the academic relief/dismissal without loss of commission or appointment for commissioned officers, appointed warrant officers, and civilian students is shown on table 6-1. The procedural flow for the academic relief/dismissal with potential loss of commission or appointment for commissioned officers and appointed warrant officer is shown on table 6-2. In those cases in which a recommendation for relief/dismissal places the student's initial appointment status in jeopardy (see AR 600-8-24); advice will be obtained from the Administrative and Civil Law office, SJA, prior to initiating the action. Courses in this category include the OBC and WOBC. Officers with less than 3 years commissioned service, who are recommended for relief/dismissal from the OBC, will be referred to a Faculty Board. All relief/dismissal actions will receive legal review by the Staff Judge Advocate before the relief/dismissal decision is made, and again before any appeal decision is made. An attorney different from the one who reviewed the initial relief/dismissal action will perform the review upon appeal. Commandants, course directors, and advisors will ensure relief/dismissal actions are processed in a timely manner and the availability of personnel through all stages, to include board proceedings, during a time period not to exceed 30 days. This time period begins upon initiation of the FJ Form 350-100-6, Student Disposition Form (Appendix C) and ends when the student is notified of decision by the approval authority. Failure to meet time constraints will be addressed in a memorandum from the student's course director through the Deputy Commander, SSI, to the Commanding General, SSI.

- a. The class advisor will:

(1) Initiate a FJ Form 350-100-6, Student Disposition Form (Appendix C). Non-concurrence by any signatory must be addressed in the remarks section.

(2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Counsel the student, in writing, of the action being initiated. If there is a potential for loss of commission inform the student that his/her status on active duty as an officer has been placed in jeopardy by this recommendation. The class advisor will inform the student that he/she may accept or rebut the recommendation with a written appeal, within two duty days, to the commandant. The class advisor will review the rebuttal and submit a recommendation, together with any non-concurrence statements from service specific and ARNG/USAR liaisons, to the course director.

b. Referral to CMHS. All referrals to the CMHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the community mental health services (CMHS), the class advisor or course director will contact the student's unit commander who will coordinate an appointment with the CMHS.

(2) A class advisor or course director will refer students to the CMHS as needed, even if the student does not, must document their reasons for the referral in the student's record and notify the unit commander who will decide if a commander's referral is necessary.

(3) A physician or physician assistant may refer the student to the CMHS directly; however, they must notify the company commander at the time the referral to CMHS is made.

6-4. COURSE DIRECTOR'S CONFERENCE. A Course Director's Conference will be held if a student elects to present extenuating and/or mitigating circumstances to the course director, within one duty day of notification, and will be accomplished before any action is taken by the course director and occur before any recommendation is forwarded to the commandant for action. If the Director's Conference is held, a summary of the meeting will be prepared. In the absence of the course director, the acting course director may conduct the conference.

6-5. COURSE DIRECTOR'S DECISION. Prior to rendering his/her decision, the course director will obtain the concurrence/non-concurrence of service specific and ARNG/USAR liaison, as applicable. The course director will decide to approve/disapprove the recommendation for relief/dismissal after reviewing all submitted documentation and notify the student, in writing, of the decision within one duty day.

6-6. VOLUNTARY RELIEF/DISMISSAL.

a. A request for voluntary relief/dismissal from a course does not, in itself, result in a voluntary release from active duty (REFRAD).

b. An officer student may request voluntary relief/dismissal from a course. This request must be in writing and state the full reasons for the request. The commandant may accept such a request to avoid student embarrassment and unnecessary administrative delay. The officer will be counseled IAW AR 600-8-24, paragraph 1-12.

c. All requests for voluntary relief/dismissal must have the concurrence of service specific representatives, ARNG/USAR liaison, as appropriate, before approval.

d. Civilian students may request voluntary relief/dismissal from a course. This request must be in writing and state the full reasons for the request. The civilian's supervisory chain of command will be notified of the student's request. The commandant may delegate the authority to accept and approve such requests to the course director.

6-7. COMMANDANT'S DECISION. The commandant as the approving authority will approve/disapprove the recommendation after reviewing all submitted documentation if there is not a potential loss of commission. If loss of commission is recommended:

a. The student will have the option to decline the right to a Faculty Board. The commandant will then forward the packet and his/her recommendation through the Deputy Commander, SSI, to the approval authority, the Commanding General, SSI.

b. The student will have the option to accept the right to a Faculty Board. The commandant will then forward the request for a board along with the packet and his/her recommendation to the Deputy Commander, SSI.

6-8. FACULTY BOARD. The Commanding General, SSI, is the approval authority for relief/dismissals with potential loss of commission or appointment (commissioned officers and appointed warrant officers). The Deputy Commander, SSI convenes Faculty Boards on behalf of the Commanding General, SSI. Prior to initiating a Faculty Board all cases involving the elimination of an officer under AR 600-8-24 will be referred to Administrative and Civil Law office (SJA) by the Faculty Board Coordinator. Administrative and Civil Law (SJA) will furnish a legal advisor for consultation.

a. The Faculty Board will notify the student, in writing, of the action being initiated, the convening date for the Faculty Board, and request that the student acknowledge the receipt of the notification.

b. The Faculty Board will be convened to consider evidence and make findings of fact and recommendations based on those findings of fact. The findings and recommendations of the Faculty Board will be submitted through the Deputy Commander, SSI, to the final approval/appeal authority with General Court-Martial Convening Authority the Commanding General, SSI.

c. The Deputy Commander, SSI, will forward his/her recommendations, along with the findings and recommendations of the Faculty Board, to the Commanding General, SSI. While a Faculty Board may recommend discharge of an active duty Regular Army officer or non-probationary Reserve Component or National Guard officer, all other officers must be referred to a Board of Inquiry under the provisions of AR 600-8-24 for elimination from the Army.

6-9. DISPOSITION. The class advisor will notify the student within one duty day, in writing, of the decision made by the commandant. If a Faculty Board was convened:

a. The Deputy Commander, SSI, will provide documentation of the decision of the Commanding General, SSI, to the class advisor. It is the responsibility of the class advisor to ensure appropriate coordination of required actions.

b. Final decision of the Commanding General, SSI. The Faculty Board Coordinator will prepare a memorandum (enclosing a summary of the Faculty Board's findings and recommendations) to be signed by the Commanding General, SSI, notifying the student of the final decision and requesting that the student acknowledge receipt of the notification.

c. The Commanding General, SSI, may approve, disapprove, or direct action contrary to the recommendations of the Faculty Board.

d. The student's class advisor is responsible for the expeditious processing of the case and for notifying all necessary parties of the final decision. Active component officer students who were branch transferred at the time of enrollment and are recommended for relief/dismissal from the program will be referred to HRC for re-branching into another corps. Reserve component officer students will be referred to the appropriate USAR/ARNG liaison.

6-10. REQUIRED DOCUMENTATION. Documentation, in the packet to be forwarded to the commandant will include, but is not limited to:

- a. FJ Form 350-100-6, Student Disposition Form (Appendix C).
- b. Record of student counseling (DA 4856), as applicable.
 - (1) Initial Director's Conference Summary.
 - (2) Notification of Recommendation for Academic Relief/Dismissal.
 - (3) Notification of Decision for Academic Relief/Dismissal.
 - (4) Notification of Recommendation for Voluntary/Involuntary Release from Active Duty.
 - (5) Notification of Recommendation for Termination of U.S. Army Reserve Commission.
- c. Copy of student's previous grades.
- d. Student's rebuttal to the recommended action, if submitted.
- e. Course director's recommendations to the commandant (including a statement of concurrence by appropriate service-specific or ARNG/USAR liaisons, as necessary).
- f. Additional supporting documentation.

6-11. APPEAL. When there is a potential loss of commission the student may appeal the decision of the commandant within three duty days, in writing, through the Deputy Commander, SSI, to the Commanding General, SSI, who is the final appeal authority.

6-12. REQUIRED DOCUMENTATION FOR THE COMMANDING GENERAL. Additional documentation, in the packet to be forwarded to the Commanding General, SSI, will include, but is not limited to:

- a. Memorandum, subject: Convening of the Faculty Board for Relief/Dismissal with Potential Loss of Commission or Appointment.
- b. Faculty Board Summary.
- c. Student's appeal to the Commanding General, SSI, as necessary.
- d. Commandant's recommendations to the Commanding General, SSI.
- e. Additional supporting documentation.

CHAPTER 7

**NONACADEMIC RELIEF/DISMISSAL
WITH AND WITHOUT LOSS OF COMMISSION OR APPOINTMENT PROCEDURES FOR
COMMISSIONED OFFICERS, APPOINTED WARRANT OFFICERS, AND CIVILIAN STUDENTS**

7-1. REASONS FOR RELIEF/DISMISSAL. Students may be relieved from a course for nonacademic reasons. Academic relief/dismissal actions take priority when both academic and non-academic relief/dismissal actions are initiated for a student. Commanders will not bypass the Uniform Code of Military Justice (UCMJ) by using dispositions as a quick way to punish soldiers for alleged UCMJ infractions. Reasons for nonacademic relief/dismissal: for either administrative reasons or for personal misconduct, whether the action(s) took place on- or off-post or on- or off-duty. No formal adjudication of guilt by a military or civilian court or by a commander under provisions of Article 15, UCMJ, is needed to support a recommendation for dismissal under this paragraph. Conversely, the imposition of judicial or non-judicial punishment under provisions of the UCMJ is not necessarily grounds for dismissal. Each case must be considered individually and decided on its own merits. Dismissal for personal misconduct must be supported by a preponderance of the evidence. Examples, which may justify nonacademic relief/dismissal, include:

a. Disability. Disqualifying physical or psychiatric conditions, IAW AR 350-1, or prolonged absence due to illness or injury. Disenrollment for illness or injury beyond the control of the individual will be made without prejudice. The commander will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.

b. Compassionate reasons. Compassionate reasons are present when a student's continued attendance in a course imposes a serious hardship on his/her family, or when prolonged absence for personal reasons prevents the student from attending a critical portion of that course. Students will be considered for compassionate dismissal only when the problem and time frame involved are such that neither new start or placing the student in an administrative hold or casual status is a satisfactory alternative. Disenrollment for compassionate or other reasons beyond the control of the individual will be made without prejudice. The commander will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.

c. Incarceration. Students will be considered for non-academic relief/dismissal in instances where prolonged absence from training due to incarceration in a civilian or military detention facility (regardless of student fault/guilt) precludes new start or administrative hold. Disenrollment for incarceration where the student is later exonerated or found innocent will be made without prejudice.

d. Alcohol/drug use abuse. Following verification of alcohol/drug abuse, to include testing positive on a urinalysis for a controlled substance, by alcohol and drug abuse prevention and control personnel, a student may be placed in casual status pending administrative, judicial, or non-judicial action. The decision, on verification, will consider the legal opinion and advice of the Staff Judge Advocate (SJA) or his/her representative.

e. Recall by control agency. Receipt of orders requiring return to home station prior to completion of training.

f. Pending administrative separation. Awaiting separation from the service as a result of administrative action IAW AR 635-200, AR 635-40, or AR 600-8-24.

g. Security. Failure to obtain a favorable National Agency Check and/or involvement in disqualifying security violations that precludes MOSQ.

h. Absent without leave (AWOL). Once placed in AWOL status, the student will be processed for relief/dismissal when the duration of the AWOL precludes successful completion of the course during that cycle.

i. Death. In cases involving the death of a student, the company commander will immediately notify the Commanding General, SSI, through the chain of command. The class advisor, course director, USAR/ARNG Liaison (as appropriate) and commandant will also be notified.

7-2. EARLY REMOVAL FROM TRAINING.

a. STUDENTS WILL REMAIN IN TRAINING UNTIL RECOMMENDATIONS FOR RELIEF/DISMISSAL ARE APPROVED AND ALL APPEAL PROCEDURES ARE COMPLETED. Exceptions to this policy include health or safety reasons, verified illegal substance abuse, disruptive behavior, or when continued training by the student poses a threat to the student or others.

b. Company commanders will verify illegal drug use by urinalysis. Decisions for early removal of a student will be made only after consultation with the SJA.

c. Authority for early nonacademic removal resides with the battalion commander in coordination with course directors. The commandant is responsible for the final review of dismissals and will insure that the student's disposition is complete, to include any appeals, and processed through Academic Records within three days of dismissal notification.

7-3. PROCEDURES. The procedural flow for the nonacademic relief/dismissal without loss of commission or appointment for commissioned officers, appointed warrant officers, and civilian students is shown on table 7-1. The procedural flow for the nonacademic relief/dismissal with potential loss of commission or appointment for commissioned officers and appointed warrant officer is shown on table 7-2. In those cases in which a recommendation for relief/dismissal places the student's initial appointment status in jeopardy (see AR 600-8-24); advice will be obtained from the Administrative and Civil Law office, SJA, prior to initiating the action. Courses in this category include the OBC and WOBC. Officers with less than 3 years commissioned service, who are recommended for relief/dismissal from the OBC, will be referred to a Faculty Board, as required by AR 600-8-24. All relief/dismissal actions will receive legal review by the Staff Judge Advocate before the relief/dismissal decision is made, and again before any appeal decision is made. An attorney different from the one who reviewed the initial relief/dismissal action will perform the review upon appeal. Commanders, course directors, and advisors will ensure relief/dismissal actions are processed in a timely manner and the availability of personnel through all stages, to include board proceedings, during a time period not to exceed 30 days. This time period begins upon initiation of the FJ Form 350-100-6, Student Disposition Form (Appendix C) and ends when the student is notified of decision by the approval authority. Failure to meet time constraints will be addressed in a memorandum from the student's course director through the Deputy Commander, SSI, to the Commanding General, SSI.

a. The company commander will:

(1) Initiate a FJ Form 350-100-6, Student Disposition Form (Appendix C), non-concurrence by any signatory must be addressed in the remarks section.

(2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Counsel the student, in writing, of the action being initiated. If there is a potential for loss of commission inform the student that his/her status on active duty as an officer has been placed in jeopardy by this recommendation. The company commander will inform the student that he/she may accept or rebut the recommendation with a written appeal, within two duty days, to the battalion commander. The company commander will review the rebuttal and submit a recommendation, together with any non-concurrence statements from service specific and ARNG/USAR liaisons, to the battalion commander.

b. Referral to community mental health services (CMHS). All referrals to the CMHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CMHS, the company commander will coordinate an appointment with the CMHS.

(2) A company commander will refer students to the CMHS as needed, even if the student does not, must initiate a commander's referral to CMHS and document their reasons for the referral in the student's record.

(3) A physician or physician assistant may refer the student to the CMHS directly; however, they must notify the company commander at the time the referral to CMHS is made.

7-4. COMPANY COMMANDER'S CONFERENCE. A Company Commander's Conference will be held if a student elects to present extenuating and/or mitigating circumstances to the company commander, within one duty day of notification, and will be accomplished before any action is taken by the company commander and occur before any recommendation is forwarded to the battalion commander for action. If the Company Commander's Conference is held, a summary of the meeting will be prepared. In the absence of the company commander, the acting company commander may conduct the conference.

7-5. COMPANY COMMANDER'S DECISION. Prior to rendering his/her decision, the company commander will obtain the concurrence/non-concurrence of service specific and ARNG/USAR liaison, as applicable. The company commander will decide to continue with the recommendation for relief/dismissal after reviewing all submitted documentation and notify the student, in writing, of the decision within one duty day. The course director will coordinate the action with the commandant and submit a recommendation to the battalion commander.

7-6. VOLUNTARY RELIEF/DISMISSAL.

a. A request for voluntary relief/dismissal from a course does not, in itself, result in a voluntary release from active duty (REFRAD).

b. An officer student may request voluntary relief/dismissal from a course. This request must be in writing and state the full reasons for the request. The battalion commander may accept such a request to avoid student embarrassment and unnecessary administrative delay. The officer will be counseled IAW AR 600-8-24, paragraph 1-12.

c. All requests for voluntary relief/dismissal must have the concurrence of service specific representatives, ARNG/USAR liaison, as appropriate, before approval.

7-7. BATTALION COMMANDER'S DECISION. The battalion commander as the approving authority will approve/disapprove the recommendation after reviewing all submitted documentation if there is not a potential loss of commission. If loss of commission is recommended:

a. The student will have the option to decline the right to a Faculty Board. The battalion commander will then forward the packet and his/her recommendation through the commandant and Deputy Commander, SSI, to the approval authority, the Commanding General, SSI.

b. The student will have the option to accept the right to a Faculty Board. The battalion commander will then forward the request for a board along with the packet and his/her recommendation through the commandant to the Deputy Commander, SSI.

7-8. FACULTY BOARD. The Commanding General, SSI, is the approval authority for relief/dismissals with potential loss of commission or appointment (commissioned officers and appointed warrant officers). The Deputy Commander, SSI convenes Faculty Boards on behalf of the Commanding General, SSI. Prior to initiating a Faculty Board all cases involving the elimination of an officer under AR 600-8-24 will be referred to Administrative and

Civil Law office (SJA) by the Faculty Board Coordinator. Administrative and Civil Law (SJA) will furnish a legal advisor for consultation.

a. The Faculty Board will notify the student, in writing, of the action being initiated, the convening date for the Faculty Board, and request that the student acknowledge the receipt of the notification. See SSI regulation 15-11, appendix sample letter.

b. The Faculty Board will be convened to consider evidence and make findings of fact and recommendations based on those findings of fact. The findings and recommendations of the Faculty Board will be submitted through the Deputy Commander, SSI, to the final approval/appeal authority with General Court-Martial Convening Authority the Commanding General, SSI.

c. The Deputy Commander, SSI, will forward his/her recommendations, along with the findings and recommendations of the Faculty Board, to the Commanding General, SSI. While a Faculty Board may recommend discharge of an active duty Regular Army officer or non-probationary Reserve Component or National Guard officer, all other officers must be referred to a Board of Inquiry under the provisions of AR 600-8-24 for elimination from the Army.

7-9. DISPOSITION. The company commander will notify the student within one duty day, in writing, of the decision made by the battalion commander. It is the responsibility of the company commander to ensure appropriate coordination of required actions. If a Faculty Board was convened:

a. The Deputy Commander, SSI, will provide documentation of the decision of the Commanding General, SSI, to the company commander. It is the responsibility of the company commander to ensure appropriate coordination of required actions.

b. Final decision of the Commanding General, SSI. The Faculty Board Coordinator will prepare a memorandum (enclosing a summary of the Faculty Board's findings and recommendations) to be signed by the Commanding General, SSI, notifying the student of the final decision decision and requesting that the student acknowledge receipt of the notification.

c. The Commanding General, SSI, may approve, disapprove, or direct action contrary to the recommendations of the Faculty Board.

d. The student's company commander is responsible for the expeditious processing of the case and for notifying all necessary parties of the final decision. Officer students who were branch transferred at the time of enrollment and are recommended for relief/dismissal from the program will be referred to HRC for re-branching into another corps.

7-10. REQUIRED DOCUMENTATION. Documentation, in the packet to be forwarded to the battalion commander will include but is not limited to:

a. FJ Form 350-100-6, Student Disposition Form (Appendix C).

b. Record of student counseling (DA 4856), as applicable.

(1) Initial Company Commander's Conference Summary.

(2) Notification of Recommendation for Nonacademic Relief/Dismissal.

(3) Notification of Decision for Nonacademic Relief/Dismissal.

(4) Notification of Recommendation for Voluntary/Involuntary Release from Active Duty.

(5) Notification of Recommendation for Termination of U.S. Army Reserve Commission.

c. Copy of student's previous grades.

d. Student rebuttal to the company commander's recommendations, if submitted.

e. Company commander's recommendations to the battalion commander (including a statement of concurrence by appropriate service-specific or ARNG/USAR liaisons, as necessary). Course director's recommendations to the commandant. Commandant's recommendations to the battalion commander.

f. Additional supporting documentation.

7-11. APPEAL. When there is a potential loss of commission the student may appeal the decision of the battalion commander within three duty days, in writing, through the commandant and Deputy Commander, SSI, to the Commanding General, SSI, who is the final appeal authority.

7-12. REQUIRED DOCUMENTATION FOR THE COMMANDING GENERAL. Additional documentation, in the packet to be forwarded to the Commanding General, SSI, will include, but is not limited to:

a. Memorandum, subject: Convening of the Faculty Board for Relief/Dismissal with Potential Loss of Commission or Appointment.

b. Faculty Board Summary.

c. Student's appeal to the Commanding General, SSI, as necessary.

d. Battalion commander's recommendations to the Commanding General, SSI.

e. Commandant's recommendations to the Commanding General, SSI.

f. Additional supporting documentation.

CHAPTER 8

ACADEMIC DISMISSAL PROCEDURES FOR ENLISTED STUDENTS

8-1. REASONS FOR DISMISSAL. Students may be dismissed from a course for academic reasons. Academic dismissal actions take priority when both academic and non-academic dismissal actions are initiated for a student. Reasons for academic dismissal are failure to demonstrate minimum training competencies and failing to meet requirements as prescribed in SEPs. Examples, which may justify academic relief/dismissal, include:

- a. Repeated failure to report for and participate in training.
- b. Failure to conform to prescribed standards of dress, personal appearance, or military bearing.
- c. Cheating. This includes a wide variety of dishonest behaviors, but it is principally characterized by (though not limited to) the practice of obtaining examination answers or other graded materials inappropriately through means other than personal study, learning, and/or memorization.
- d. Plagiarism. Representing as one's own the work of others, refer to school specific policies for further guidance.
- e. Repetitive disruptive behavior, which interferes with the opportunity of others to learn.

8-2. EARLY REMOVAL FROM TRAINING.

- a. STUDENTS WILL REMAIN IN TRAINING UNTIL RECOMMENDATIONS FOR DISMISSAL ARE APPROVED AND ALL APPEAL PROCEDURES ARE COMPLETED. Exceptions to this policy include health or safety reasons, verified illegal substance abuse, disruptive behavior, or when continued training by the student poses a threat to the student or others.
- b. Authority for early academic removal resides with the commandant, or designated representative.

8-3. PROCEDURES. The procedural flow for the academic dismissal of enlisted students is shown on table 8-1. The procedural flow for the academic dismissal of enlisted NCOA students is shown on table 8-2. All dismissal actions will receive legal review by the Staff Judge Advocate before the relief decision is made, and again before any appeal decision is made. An attorney different from the one who reviewed the initial relief action will perform the review upon appeal. Commandants, first sergeants (NCOA)/NCOICs/series chiefs and instructors will ensure relief/dismissal actions are processed in a timely manner and the availability of personnel through all stages during a time period not to exceed 30 days. This time period begins upon initiation of the FJ Form 350-100-6, Student Disposition Form (Appendix C) and ends when the student is notified of decision by the approval authority. Failure to meet time constraints in the NCOA will be addressed in a memorandum from the first sergeant through the Deputy Commandant, NCOA, to the Commandant, NCOA. For all other schools, failure to meet time constraints will be addressed in a memorandum from the student's NCOIC/series chief through the appropriate chain of command and Command Sergeant Major, SSI, to the Commanding General, SSI.

- a. The instructor/SGL will:
 - (1) Initiate a FJ Form 350-100-6, Student Disposition Form (Appendix C), non-concurrence by any signatory must be addressed in the remarks section.
 - (2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Counsel the student, in writing, of the action being initiated. The instructor/SGL will inform the student that he/she may accept or rebut the recommendation with a written appeal, within two duty days, to the commandant. The instructor/SGL will review the rebuttal and submit a recommendation, together with any non-concurrence statements from service specific and ARNG/USAR liaisons, to the first sergeant (NCOA)/NCOIC/series chief.

b. Referral to community mental health services (CMHS). All referrals to the CMHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CMHS, the instructor/SGL or first sergeant (NCOA)/NCOIC/series chief will contact the student's unit commander who will coordinate an appointment with the CMHS.

(2) An instructor/SGL or first sergeant (NCOA)/NCOIC/series chief will refer students to the CMHS as needed. They must document their reasons for the referral in the student's record and notify the unit commander/Commandant, NCOA, at the time the referral to CMHS is made.

(3) A physician or physician assistant may refer the student to the CMHS directly; however, they must notify the company commander/Commandant, NCOA, at the time the referral to CMHS is made.

8-4. FIRST SERGEANT'S (NCOA)/NCOIC'S/SERIES CHIEF'S CONFERENCE. A First Sergeant's/NCOIC'S/Series Chief's Conference will be held if a student elects to present extenuating and/or mitigating circumstances to the first sergeant (NCOA)/NCOIC/series chief, within one-duty day of notification, and will be accomplished before any action is taken by the first sergeant (NCOA)/NCOIC/series chief and occur before any recommendation is forwarded to the commandant for action. If the Director's/First Sergeant's Conference is held, a summary of the meeting will be prepared. In the absence of the first sergeant (NCOA)/NCOIC/series chief, the acting first sergeant (NCOA)/NCOIC/series chief may conduct the conference.

8-5. FIRST SERGEANT'S (NCOA)/NCOIC'S/SERIES CHIEF'S DECISION. Prior to rendering his/her decision, the first sergeant (NCOA)/NCOIC/series chief will obtain the concurrence/non-concurrence of service specific and ARNG/USAR liaison, as applicable. The first sergeant (NCOA)/NCOIC/series chief will decide to approve/disapprove the recommendation for dismissal after reviewing all submitted documentation and notify the student, in writing, of the decision within one duty day.

8-6 COMMANDANT'S DECISION. The commandant, or designated representative, as the appeal approving authority will approve/disapprove the appeal after reviewing all submitted documentation.

8-7. DISPOSITION. The instructor/SGL will counsel the student within one duty day, in writing, of the decision made by the commandant. It is the responsibility of the instructor/SGL to ensure appropriate coordination of required actions.

8-8. REQUIRED DOCUMENTATION. Documentation, in the packet to be forwarded to the commandant will include, but is not limited to:

a. FJ Form 350-100-6, Student Disposition Form (Appendix C).

b. Record of student counseling (DA 4856), as applicable.

(1) Initial First Sergeant's/NCOIC'S/Series Chief's Conference Summary.

(2) Notification of Recommendation for Academic Dismissal.

(3) Notification of Decision for Academic Dismissal

- (4) Notification of Recommendation for Involuntary Release from Active Duty, as applicable.
- c. Copy of student's previous grades.
- d. Student's rebuttal to the recommended action, if submitted.
- e. First sergeant's (NCOA)/NCOIC's/series chief's recommendations to the commandant (including a statement of concurrence by appropriate service-specific or ARNG/USAR liaisons, as necessary).
- f. Additional supporting documentation.

CHAPTER 9

NONACADEMIC DISMISSAL PROCEDURES FOR
ENLISTED STUDENTS

9-1. REASONS FOR DISMISSAL. Students may be relieved from a course for nonacademic reasons. Academic dismissal actions take priority when both academic and nonacademic dismissal actions are initiated for a student. Commanders will not bypass the Uniform Code of Military Justice (UCMJ) by using dispositions as a quick way to punish soldiers for alleged UCMJ infractions. Reasons for nonacademic dismissal: for either administrative reasons or for personal misconduct, whether the action(s) took place on- or off-post or on- or off-duty. No formal adjudication of guilt by a military or civilian court or by a commander under provisions of Article 15, UCMJ, is needed to support a recommendation for dismissal under this paragraph. Conversely, the imposition of judicial or non-judicial punishment under provisions of the UCMJ is not necessarily grounds for dismissal. Each case must be considered individually and decided on its own merits. Dismissal for personal misconduct must be supported by a preponderance of the evidence. Examples, which may justify nonacademic relief/dismissal, include:

a. Disability. Disqualifying physical or psychiatric conditions, IAW AR 350-1, or prolonged absence due to illness or injury.

b. Compassionate reasons. Compassionate reasons are present when a student's continued attendance in a course imposes a serious hardship on his/her family, or when prolonged absence for personal reasons prevents the student from attending a critical portion of that course. Students will be considered for compassionate dismissal only when the problem and time frame involved are such that neither new start or placing the student in an administrative hold or casual status is a satisfactory alternative.

c. Incarceration. Students will be considered for non-academic relief/dismissal in instances where prolonged absence from training due to incarceration in a civilian or military detention facility (regardless of student fault/guilt) precludes new start or administrative hold. Disenrollment for incarceration where the student is later exonerated or found innocent will be made without prejudice.

d. Alcohol/drug use abuse. Following verification of alcohol/drug abuse, to include testing positive on a urinalysis for a controlled substance, by alcohol and drug abuse prevention and control personnel, a student may be placed in casual status pending administrative, judicial, or non-judicial action. The decision, on verification, will consider the legal opinion and advice of the Staff Judge Advocate (SJA) or his/her representative.

e. Recall by control agency. Receipt of orders requiring return to home station prior to completion of training.

f. Pending administrative separation. Awaiting separation from the service as a result of administrative action IAW AR 635-200, AR 635-40, or AR 600-8-24.

g. Security. Failure to obtain a favorable National Agency Check and/or involvement in disqualifying security violations when required for MOSQ.

h. Absent without leave (AWOL). Once placed in AWOL status, the student will be processed for relief/dismissal when the duration of the AWOL precludes successful completion of the course during that cycle.

i. Death. In cases involving the death of a student, the company commander/first sergeant (NCOA) will immediately notify the Commanding General, SSI, through the chain of command and complete a FJ Form 350-100-6, Student Disposition Form (Appendix C). The drill instructor/instructor/NCOIC/series chief/SGL, USAR/ARNG Liaison (as appropriate) and commandant will also be notified.

9-2. EARLY REMOVAL FROM TRAINING.

a. STUDENTS WILL REMAIN IN TRAINING UNTIL RECOMMENDATIONS FOR DISMISSAL ARE APPROVED AND ALL APPEAL PROCEDURES ARE COMPLETED. Exceptions to this policy include health or safety reasons, verified illegal substance abuse, disruptive behavior, or when continued training by the student poses a threat to the student or others.

b. Company commanders/first sergeants (NCOA) will verify illegal drug use by urinalysis. Decisions for early removal of a student will be made only after consultation with the SJA.

c. Authority for early nonacademic removal resides with the battalion commander/Commandant, NCOA, in coordination with first sergeant (NCOA)/NCOIC/series chief. The commandant is responsible for the final review of dismissals and will insure that the student's disposition is complete, to include any appeals, and processed through Academic Records within three days of dismissal notification.

9-3. PROCEDURES. The procedural flow for the nonacademic dismissal of enlisted students is shown on table 9-1. The procedural flow for the nonacademic dismissal of enlisted NCOA students is shown on table 9-2. All dismissal actions will receive legal review by the Staff Judge Advocate before the relief decision is made, and again before any appeal decision is made. An attorney different from the one who reviewed the initial relief action will perform the review upon appeal. Commanders/Commandant, NCOA, first sergeants (NCOA)/NCOICs/series chiefs, drill sergeants and instructors will ensure relief/dismissal actions are processed in a timely manner and the availability of personnel through all stages during a time period not to exceed 30 days. This time period begins upon initiation of the FJ Form 350-100-6, Student Disposition Form (Appendix C) and ends when the student is notified of decision by the approval authority. Failure to meet time constraints in the NCOA will be addressed in a memorandum from the first sergeant through the Deputy Commandant, NCOA, to the Commandant, NCOA. For all other schools, failure to meet time constraints will be addressed in a memorandum from the student's NCOIC/series chief through the Command Sergeant Major, SSI, to the Commanding General, SSI.

a. The company commander or first sergeant (NCOA) will:

(1) Initiate a FJ Form 350-100-6, Student Disposition Form (Appendix C) non-concurrence by any signatory must be addressed in the remarks section.

(2) Coordinate as required in Chapter 1, paragraph 1-6, of this regulation.

(3) Counsel the student, in writing, of the action being initiated. The company commander/first sergeant (NCOA) will inform the student that he/she may accept or rebut the recommendation with a written appeal, within two duty days, to the battalion commander/Commandant, NCOA. The company commander/first sergeant (NCOA) will review the rebuttal and submit a recommendation, together with any non-concurrence statements from service specific and ARNG/USAR liaisons, to the battalion commander/Commandant, NCOA.

b. Referral to community mental health services (CMHS). All referrals to the CMHS must follow the guidelines of DOD Directive 6490.1, Mental Health Evaluations of Members of the Armed Forces.

(1) If the student elects to have an appointment with the CMHS, the company commander/Commandant, NCOA, will coordinate an appointment with the CMHS.

(2) A company commander/Commandant, NCOA, will refer students to the CMHS as needed. They must initiate a commander's referral to CMHS and document their reasons for the referral in the student's record.

(3) A physician or physician assistant may refer the student to the CMHS directly; however, they must notify the company commander/Commandant, NCOA, at the time the referral to CMHS is made.

9-4. COMPANY COMMANDER'S/FIRST SERGEANT'S (NCOA) CONFERENCE. A Company Commander's/First Sergeant's Conference will be held if a student elects to present extenuating and/or mitigating circumstances to the company commander/first sergeant (NCOA) within one duty day of notification, and will be accomplished before any action is taken by the company commander/first sergeant (NCOA) and occur before any recommendation is forwarded to the battalion commander/Commandant, NCOA, for action. If the Company Commander's/First Sergeant's Conference is held, a summary of the meeting will be prepared. In the absence of the company commander/first sergeant (NCOA) the acting company commander/first sergeant (NCOA) may conduct the conference.

9-5. COMPANY COMMANDER'S/FIRST SERGEANT'S (NCOA) DECISION. Prior to rendering his/her decision, the company commander/first sergeant (NCOA) will obtain the concurrence/non-concurrence of service specific and ARNG/USAR liaison, as applicable. The company commander/first sergeant (NCOA) will decide to continue with the recommendation for dismissal after reviewing all submitted documentation and notify the student, in writing, of the decision within one duty day. The first sergeant (NCOA)/NCOIC/series chief will coordinate the action with the commandant and submit a recommendation to the battalion commander.

9-6. BATTALLION COMMANDER'S/COMMANDANT'S, NCOA, DECISION. The battalion commander/Commandant, NCOA, will decide to approve/disapprove the recommendation for dismissal after reviewing all submitted documentation.

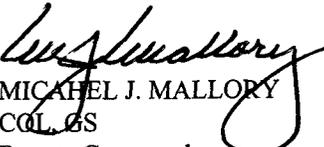
9-7. DISPOSITION. The company commander/first sergeant (NCOA) will notify the student within one duty day, in writing, of the decision made by the battalion commander/Commandant, NCOA. It is the responsibility of the company commander/first sergeant (NCOA) to ensure appropriate coordination of required actions.

9-8. REQUIRED DOCUMENTATION. Documentation, in the packet to be forwarded to the battalion commander/Commandant, NCOA, will include but is not limited to:

- a. FJ Form 350-100-6, Student Disposition Form (Appendix C).
- b. Record of student counseling (DA 4856), as applicable.
 - (1) Initial Company Commander's Conference Summary.
 - (2) Notification of Recommendation for Nonacademic Dismissal.
 - (3) Notification of Decision for Nonacademic Dismissal.
 - (4) Notification of Recommendation for Involuntary Release from Active Duty, as applicable.
- c. Copy of student's previous grades.
- d. Student's rebuttal to the company commander's/first sergeant's (NCOA) recommendations, if submitted.
- e. Company commander's/first sergeant's (NCOA) recommendations to the battalion commander (including a statement of concurrence by appropriate service specific or ARNG/USAR liaisons, as necessary). NCOIC's/series chief's/SGL's recommendations.
- f. Additional supporting documentation.

**The proponent for this regulation is the
G3, Soldier Support Institute (SSI). Users are invited to
send comments and suggestions on DA Form 2028
(Recommended Changes to Publications and Blank Forms)
to the SSI, ATTN: ATSG-G3**

FOR THE COMMANDER:


MICHAEL J. MALLORY
COL, GS
Deputy Commander

OFFICIAL:

SHELLEY E. WELLS
CPT, USA
Adjutant General

DISTRIBUTION:

A

ARNG/USAR Offices

This is not a complete listing of all RC POCs, please refer to the appropriate liaison for assistance.

		Office	Address	
OBC student enrollments and disenrollments	USAR	Initial Military Training Branch, Army Reserve G-1	Commander United States Army Reserve Command ATTN: AFRC-PRT-P 1401 Deshler Street, SW Fort McPherson, GA 30330-2000	
OBC student enrollments and disenrollments	ARNG	National Guard Affairs Office	Human Resources Command, St. Louis ATTN: AHRC-STL-NG National Guard Affairs Office 1 Reserve Way, St. Louis, MO 63132	
U.S. Army Human Resources Command ATTN: Enter Office Symbol 1 Reserve Way, St. Louis, Missouri 63132-5200				
Regional Soldier Support Center Team	States Covered	Career Management (schools, promotion counseling, assignments, and tours) Enlisted: email, office symbol Officer: email, office symbol	Personnel Support (address change, records management, entitlements, boards, and retirement) Email Office Symbol	
81 st RRC Soldiers	AL, FL, GA, KY, MS, NC, SC, TN	RSSC.81.Enlisted@hrcstl.army.mil RSSC.81.Officer@hrcstl.army.mil	AHRC-RSE-BE AHRC-RSE-BO	RSSC.81.Actions@hrcstl.army.mil AHRC-RSE-BA
94 th RRC Soldiers	CT, MA, ME, NH, RI, VT	RSSC.94.Enlisted@hrcstl.army.mil RSSC.94.Officer@hrcstl.army.mil	AHRC-RSE-ABE AHRC-RSE-ABO	RSSC.94.Actions@hrcstl.army.mil AHRC-RSE-ABA
77 th RRC Soldiers	NJ, NY	RSSC.77.Enlisted@hrcstl.army.mil RSSC.77.Officer@hrcstl.army.mil	AHRC-RSE-AAE AHRC-RSE-AAO	RSSC.77.Actions@hrcstl.army.mil AHRC-RSE-AAA
99 th RRC Soldiers	DC, DE, MD, PA, VA, WV	RSSC.99.Enlisted@hrcstl.army.mil RSSC.99.Officer@hrcstl.army.mil	AHRC-RSE-CE AHRC-RSE-CO	RSSC.99.Actions@hrcstl.army.mil AHRC-RSE-CA
88 th RRC Soldiers	IL, IN, MI, MN, OH, WI	RSSC.88.Enlisted@hrcstl.army.mil RSSC.88.Officer@hrcstl.army.mil	AHRC-RSW-CE AHRC-RSW-CO	RSSC.88.Actions@hrcstl.army.mil AHRC-RSW-CA
90 th RRC Soldiers	AR, LA, NM, OK, TX	RSSC.90.Enlisted@hrcstl.army.mil RSSC.90.Officer@hrcstl.army.mil	AHRC-RSW-EE AHRC-RSW-EO	RSSC.90.Actions@hrcstl.army.mil AHRC-RSW-EA
63 rd RRC Soldiers	AZ, CA, NV	RSSC.63.Enlisted@hrcstl.army.mil RSSC.63.Officer@hrcstl.army.mil	AHRC-RSW-AE AHRC-RSW-AO	RSSC.63.Actions@hrcstl.army.mil AHRC-RSW-AA
70 th RRC Soldiers	ID, OR, WA	RSSC.70.Enlisted@hrcstl.army.mil RSSC.70.Officer@hrcstl.army.mil	AHRC-RSW-BAE AHRC-RSW-BAO	RSSC.70.Actions@hrcstl.army.mil AHRC-RSW-BAA

TABLE 1-1

ENROLLMENT DENIAL

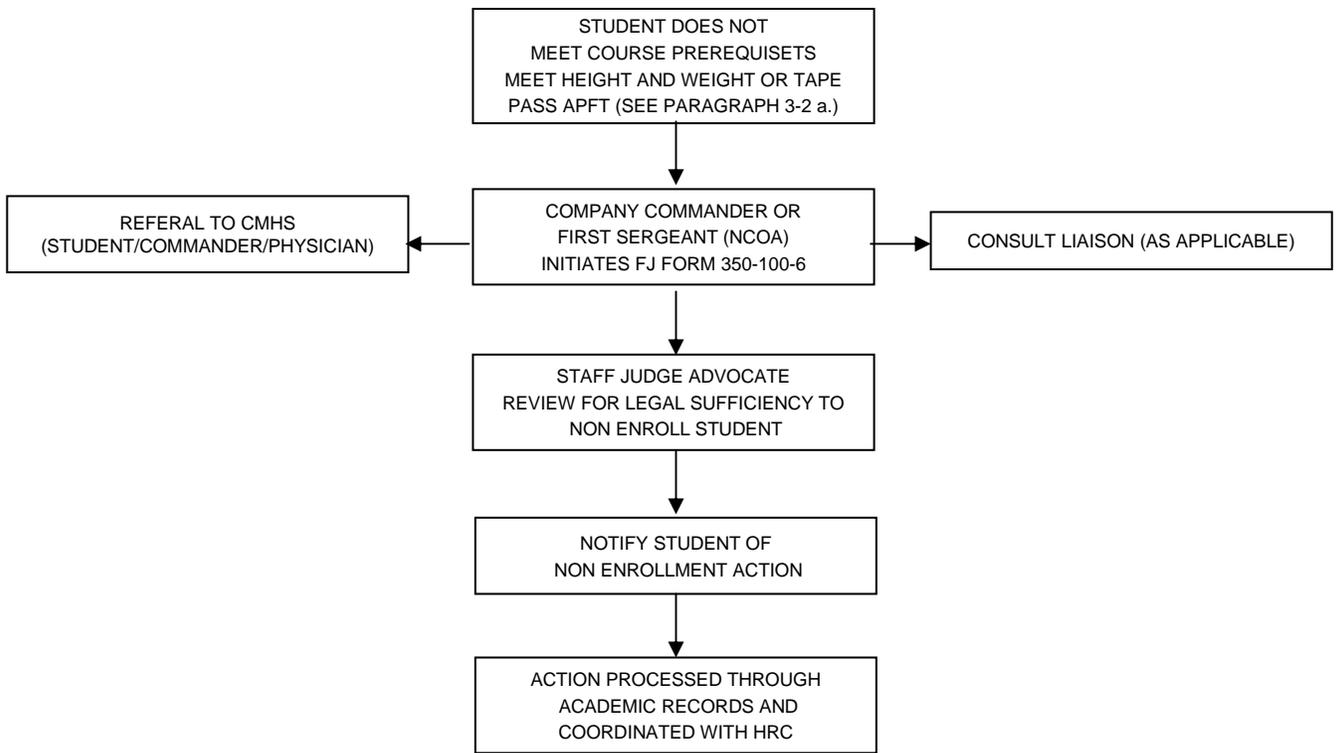


TABLE 2-1

PREGNANCY

Pregnancy diagnoses: T-3 profile
(IAW AR 40-501)

- ∅ Weapons training after 20th week
- ∅ Wear LBE or MOPP gear
- ∅ NBC training

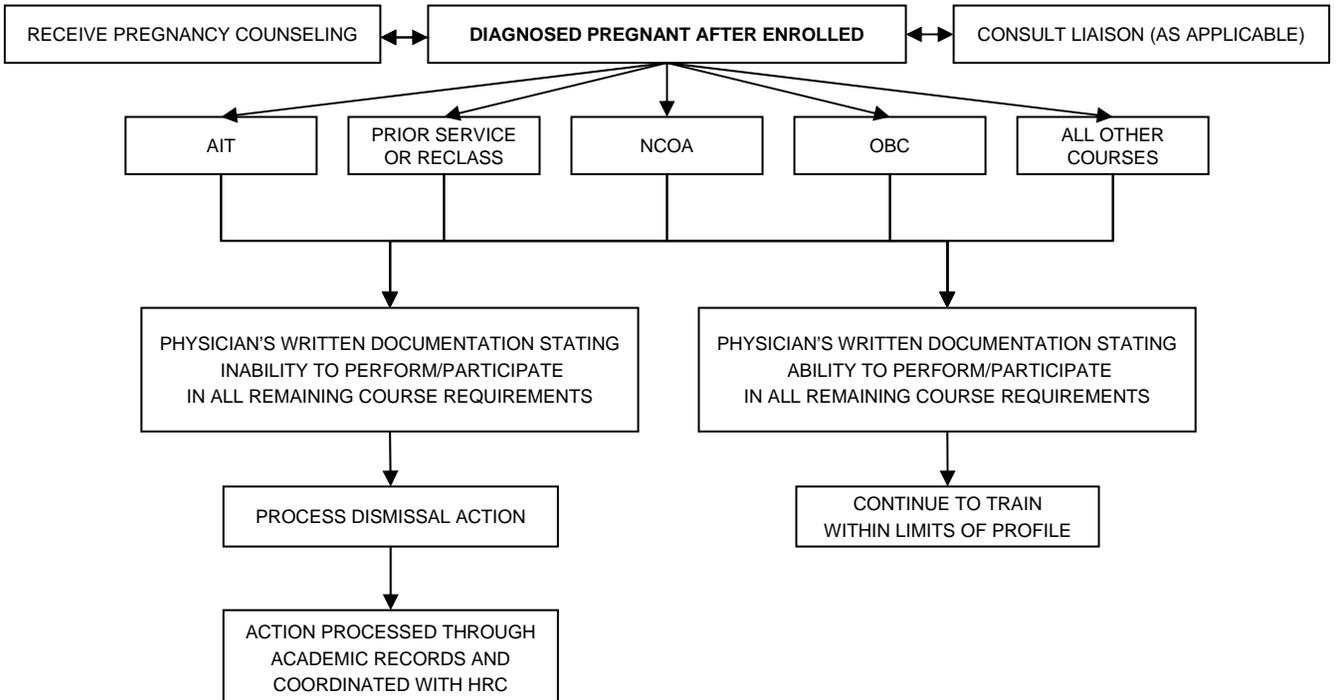
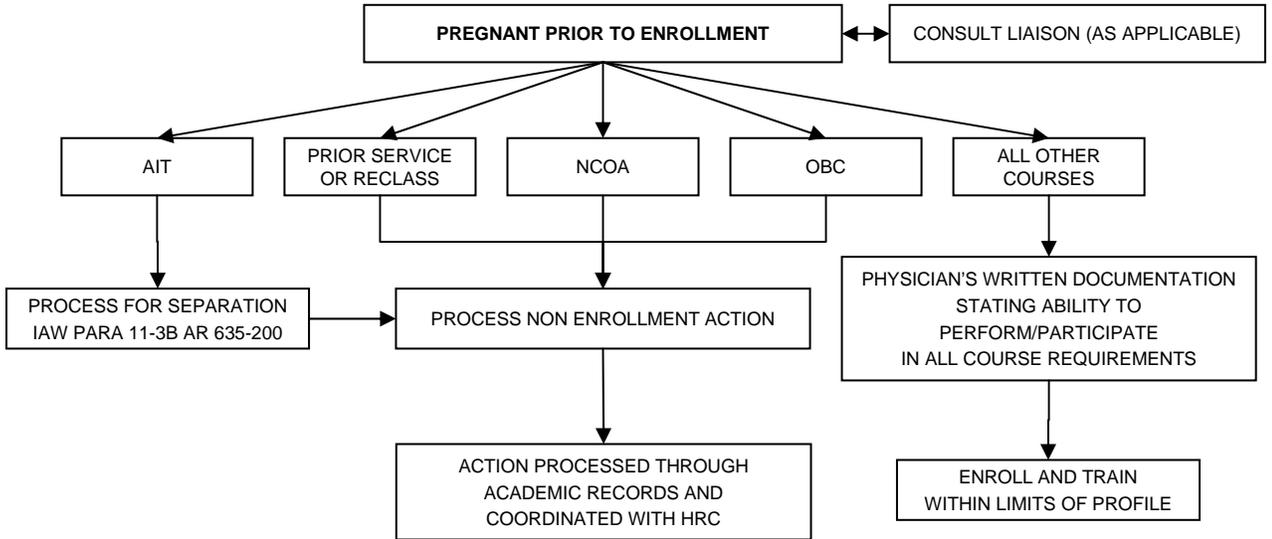


TABLE 3-1

EARLY GRADUATION

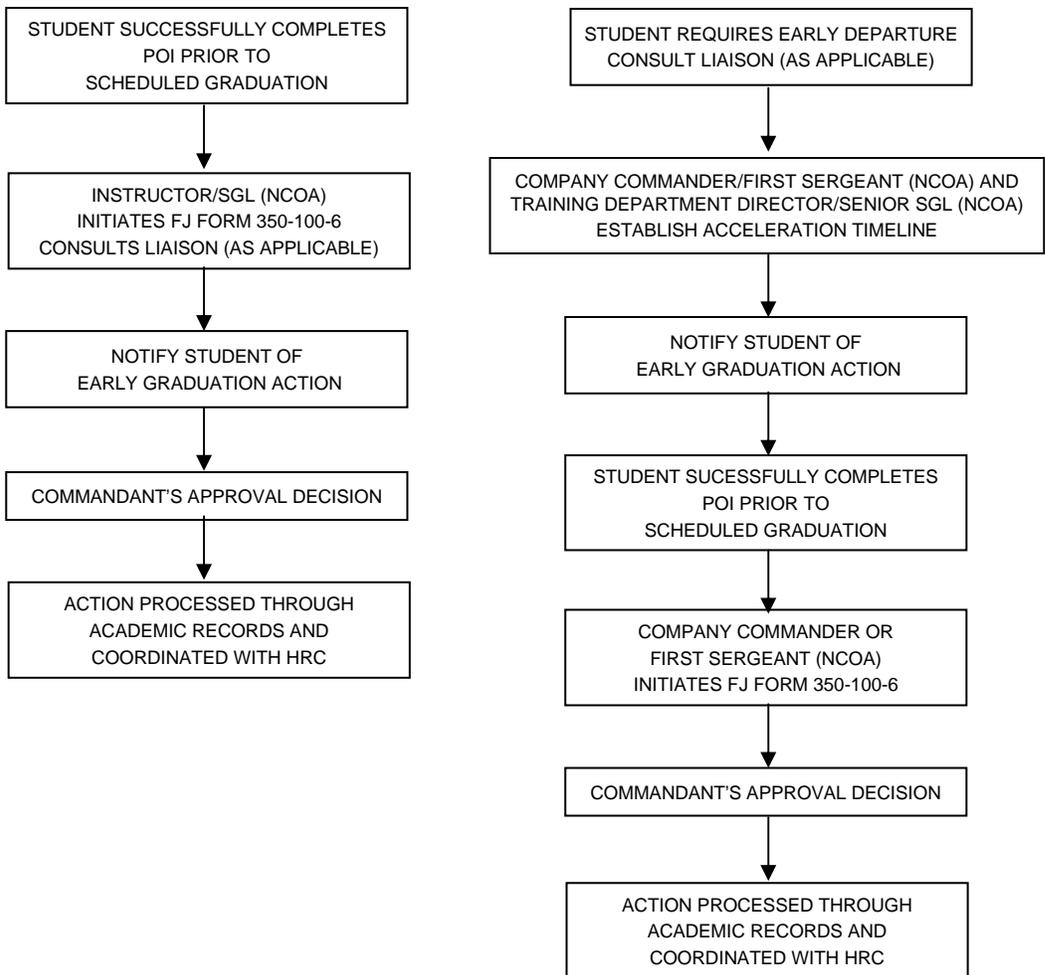


TABLE 5-1

NEW START

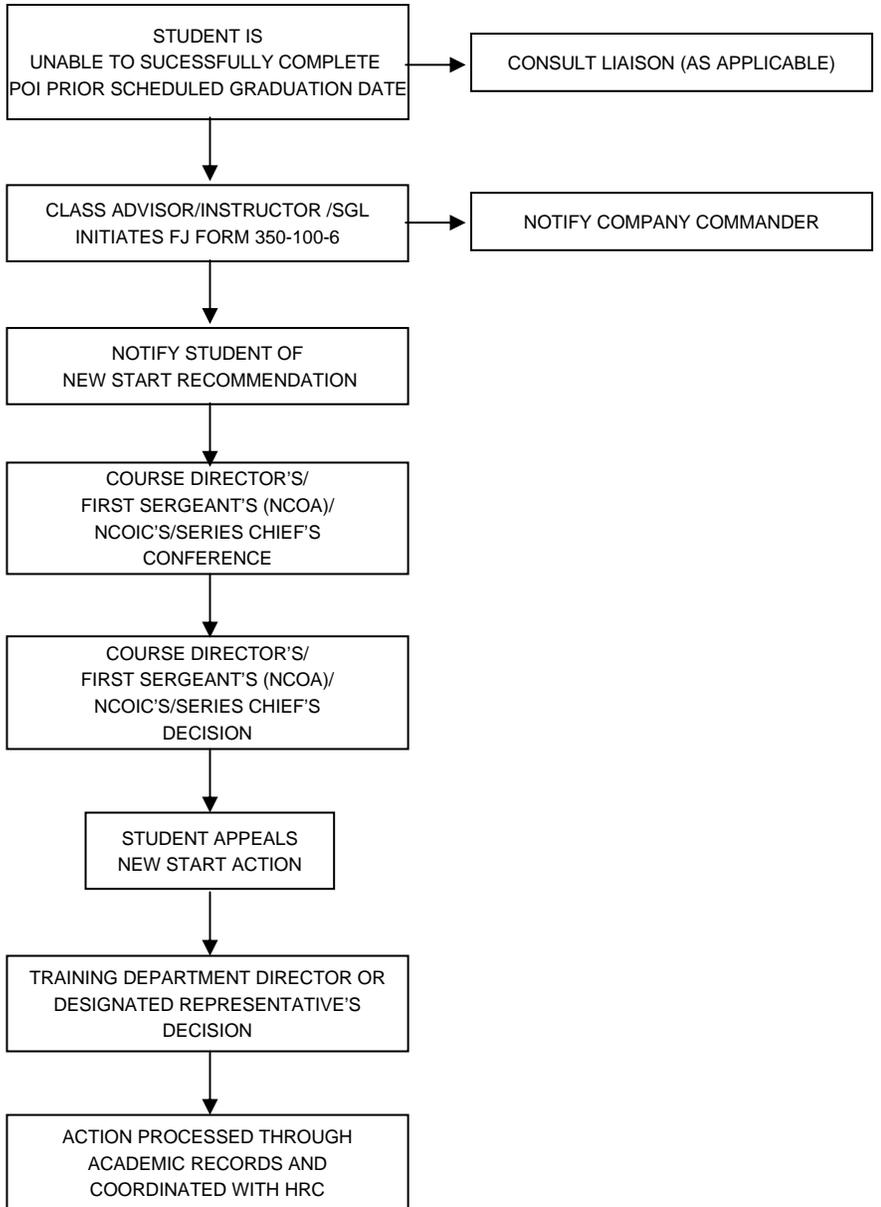
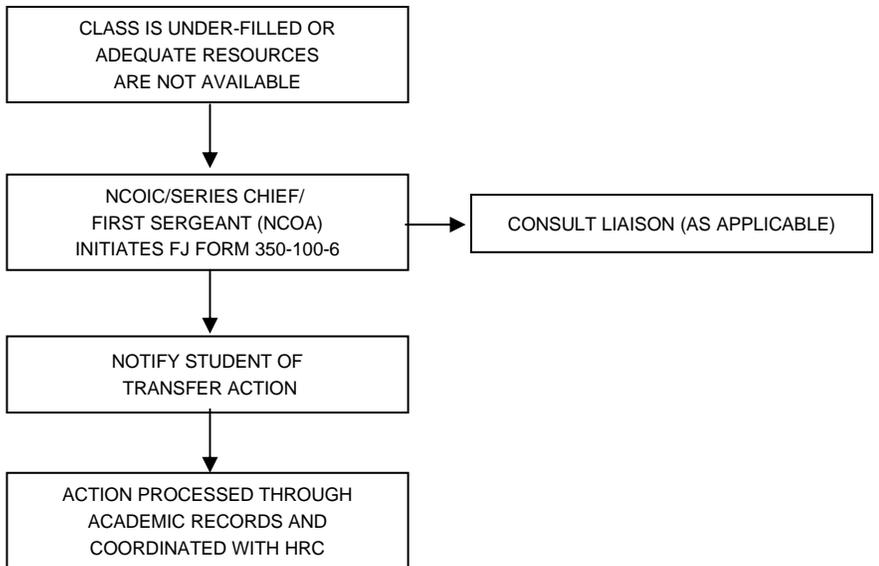


TABLE 5-2

TRANSFER – ENLISTED



TRANSFER – OFFICERS AND WARRANT OFFICERS

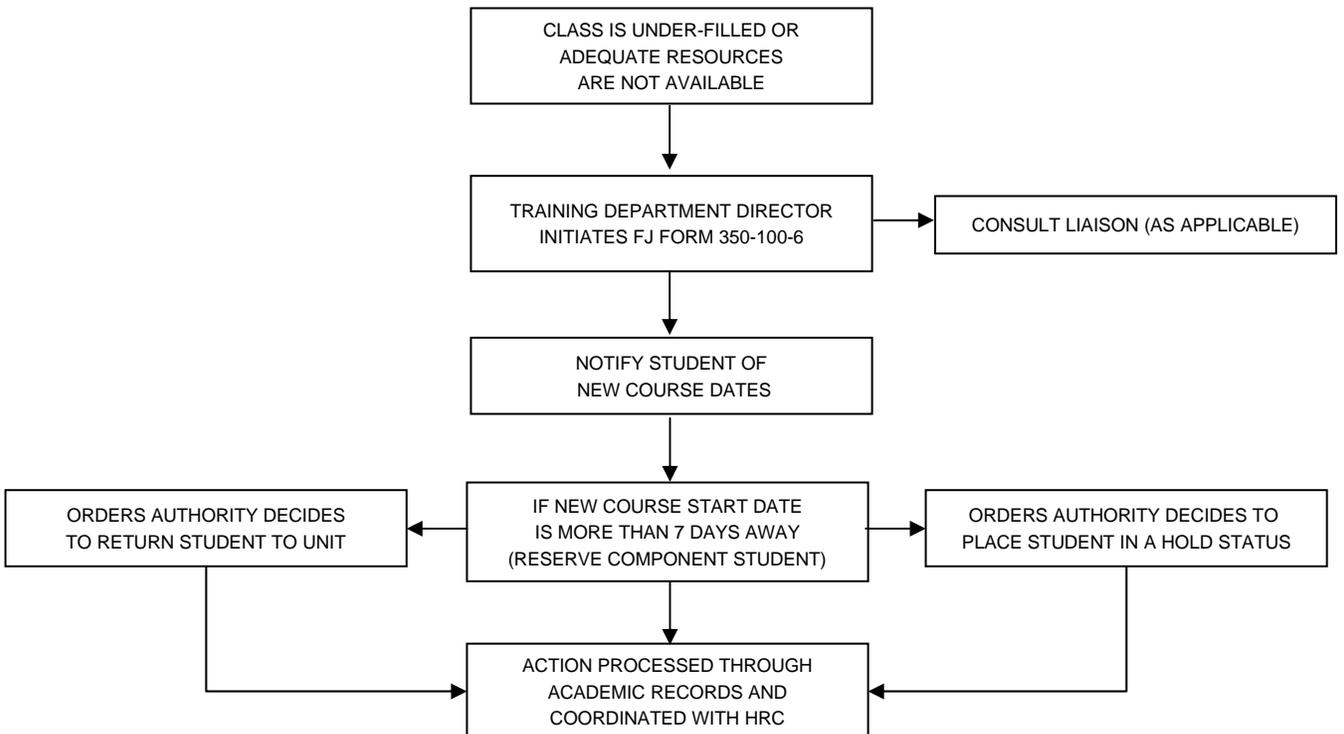


TABLE 5-3

**ACADEMIC RELIEF
WITHOUT LOSS OF COMMISSION OR APPOINTMENT
COMMISSIONED OFFICER, APPOINTED WARRANT OFFICERS, AND CIVILIAN STUDENTS**

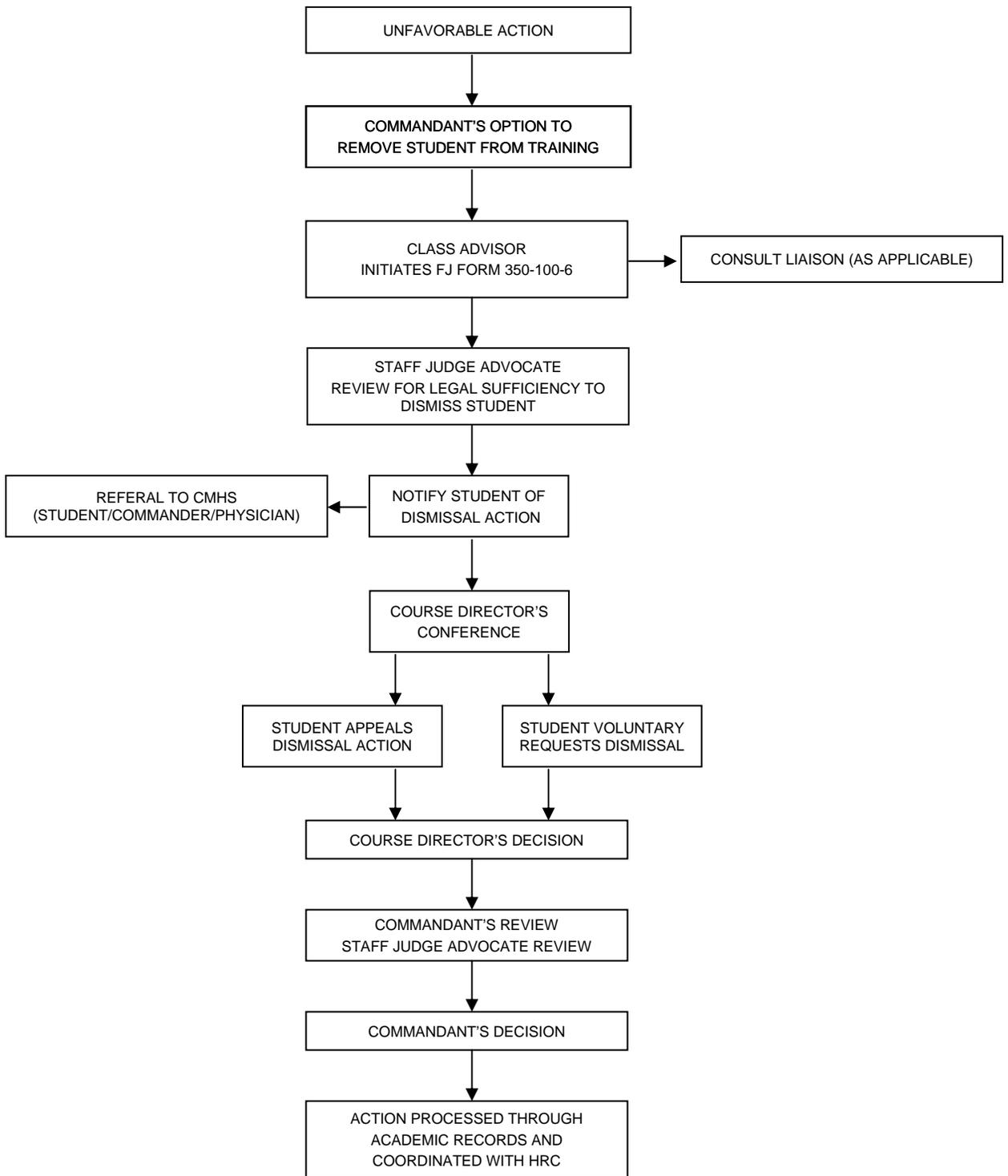


TABLE 6-1

**ACADEMIC RELIEF
WITH LOSS OF COMMISSION OR APPOINTMENT
COMMISSIONED OFFICER, APPOINTED WARRANT OFFICERS, AND CIVILIAN STUDENTS**

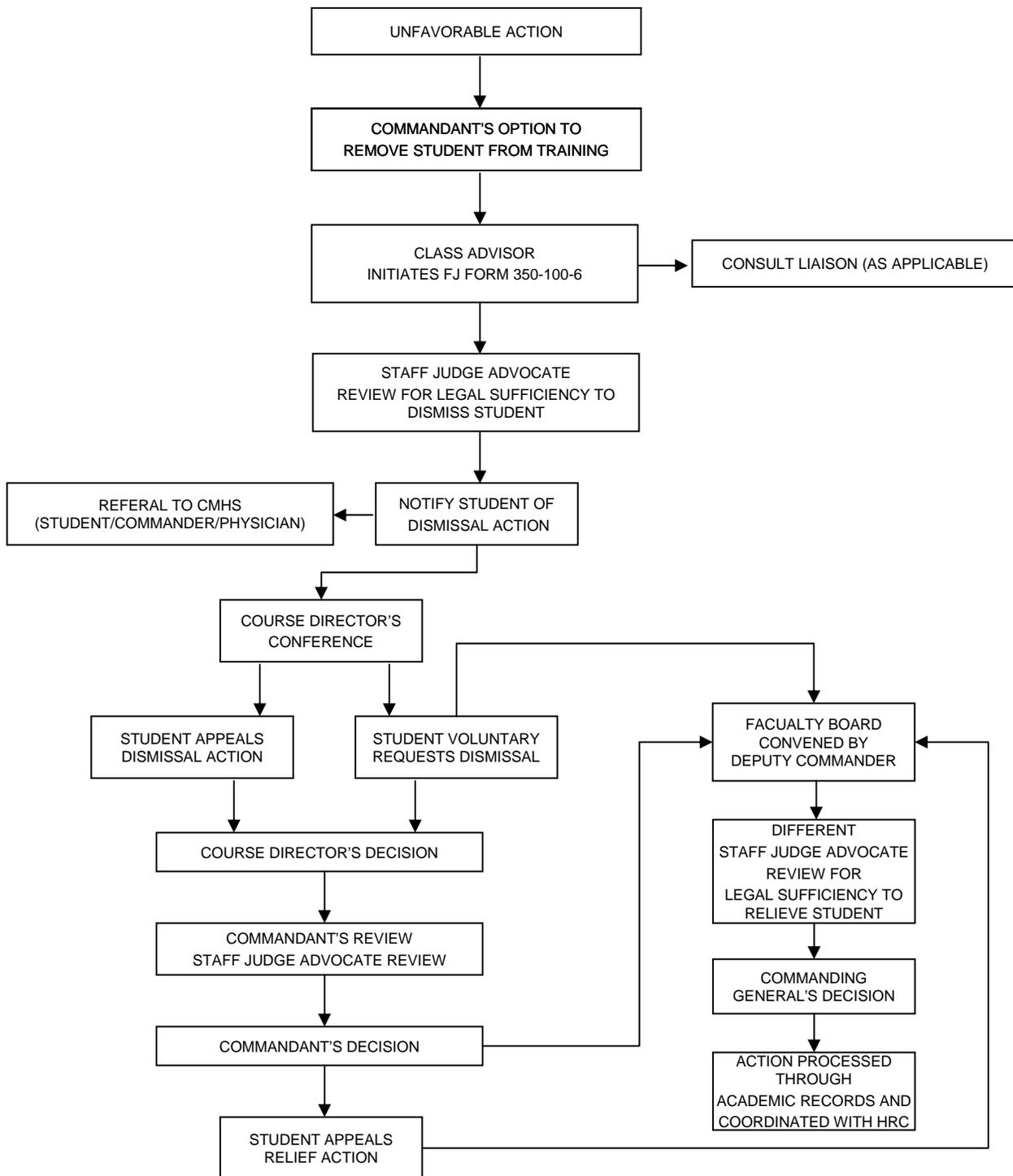


TABLE 6-2

**NONACADEMIC RELIEF
WITHOUT LOSS OF COMMISSION OR APPOINTMENT
COMMISSIONED OFFICER, APPOINTED WARRANT OFFICERS, AND CIVILIAN STUDENTS**

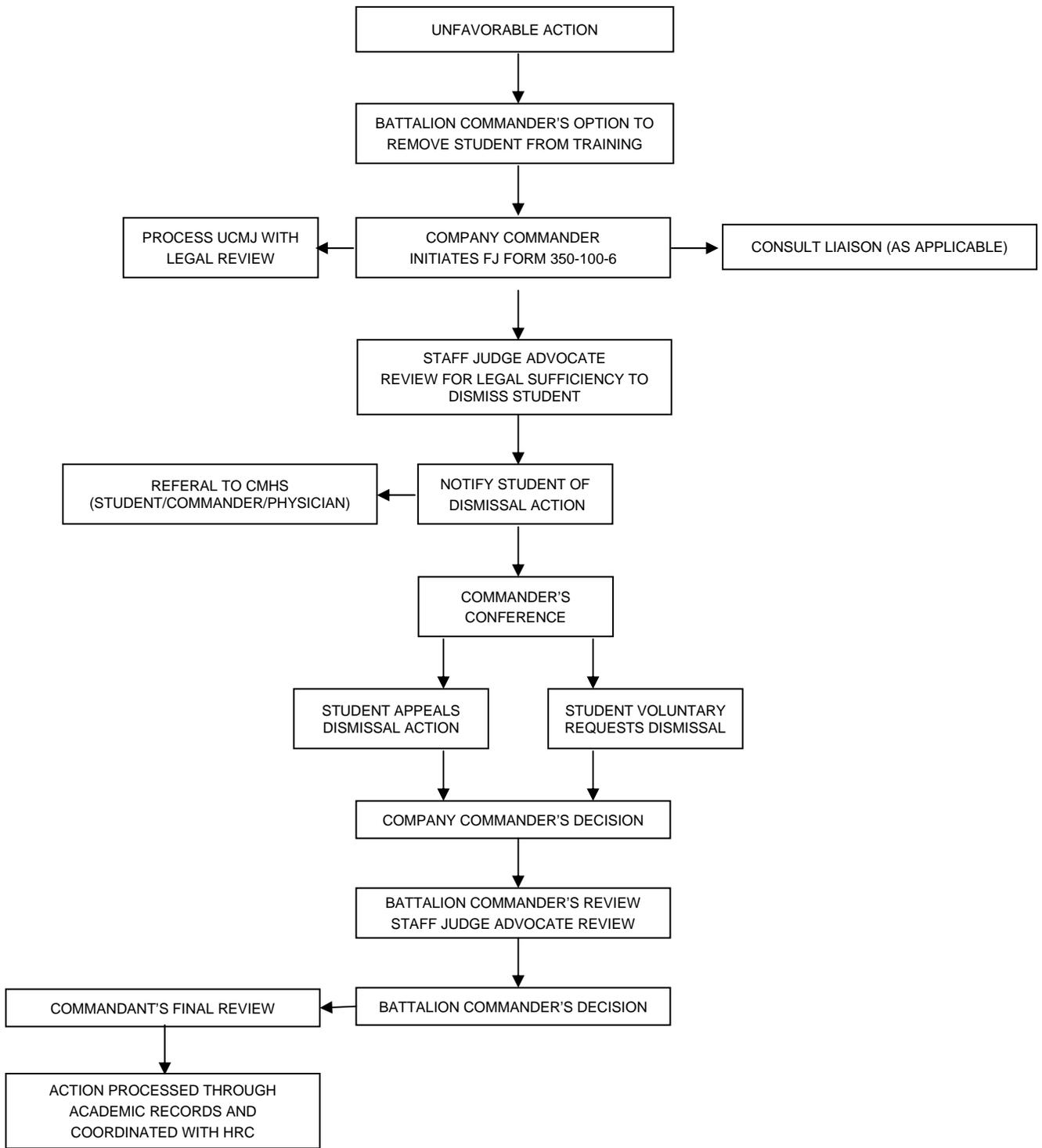


TABLE 7-1

**NONACADEMIC RELIEF
WITH LOSS OF COMMISSION OR APPOINTMENT
COMMISSIONED OFFICER, APPOINTED WARRANT OFFICERS, AND CIVILIAN STUDENTS**

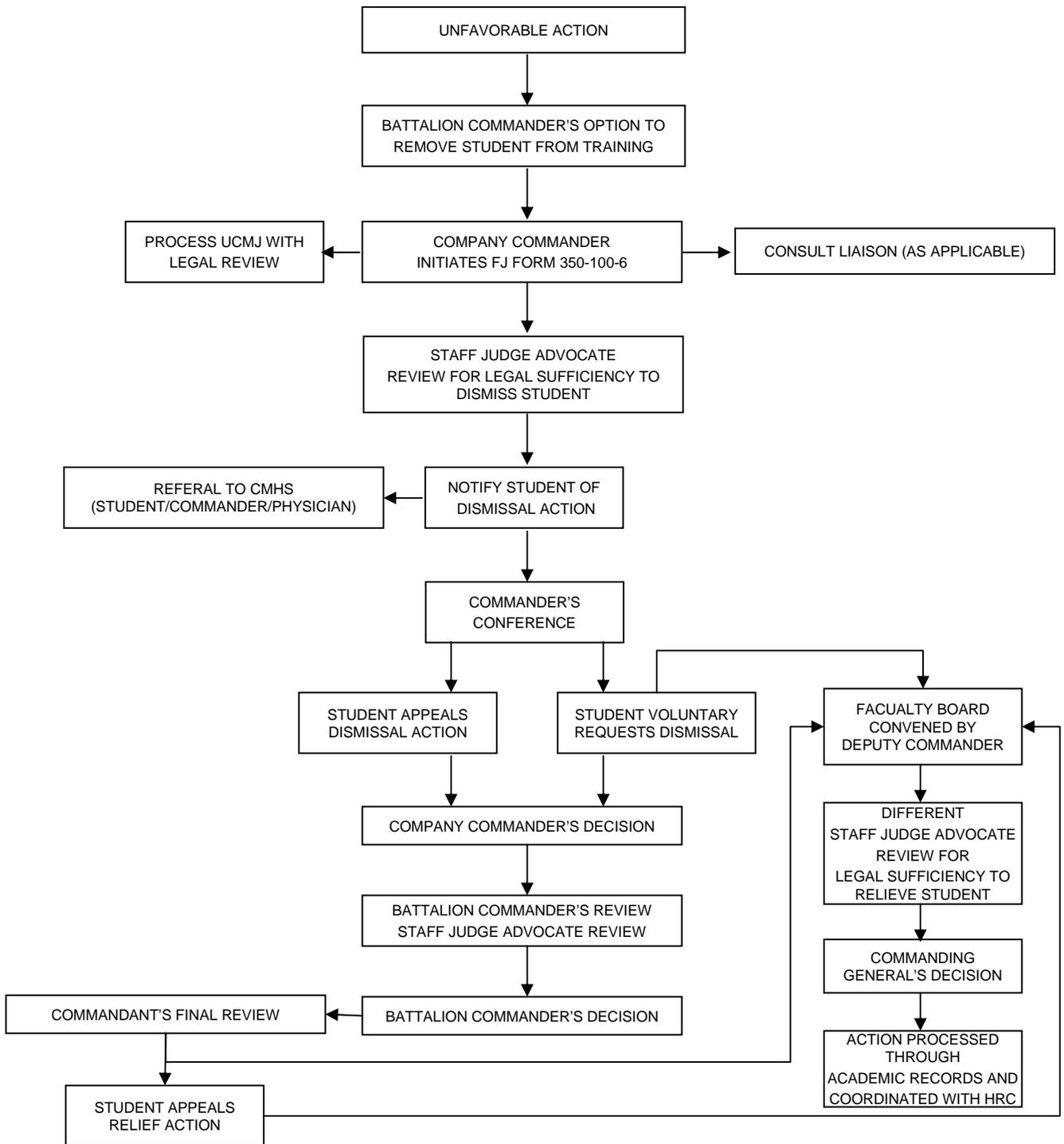


TABLE 7-2

ACADEMIC RELIEF ENLISTED STUDENTS

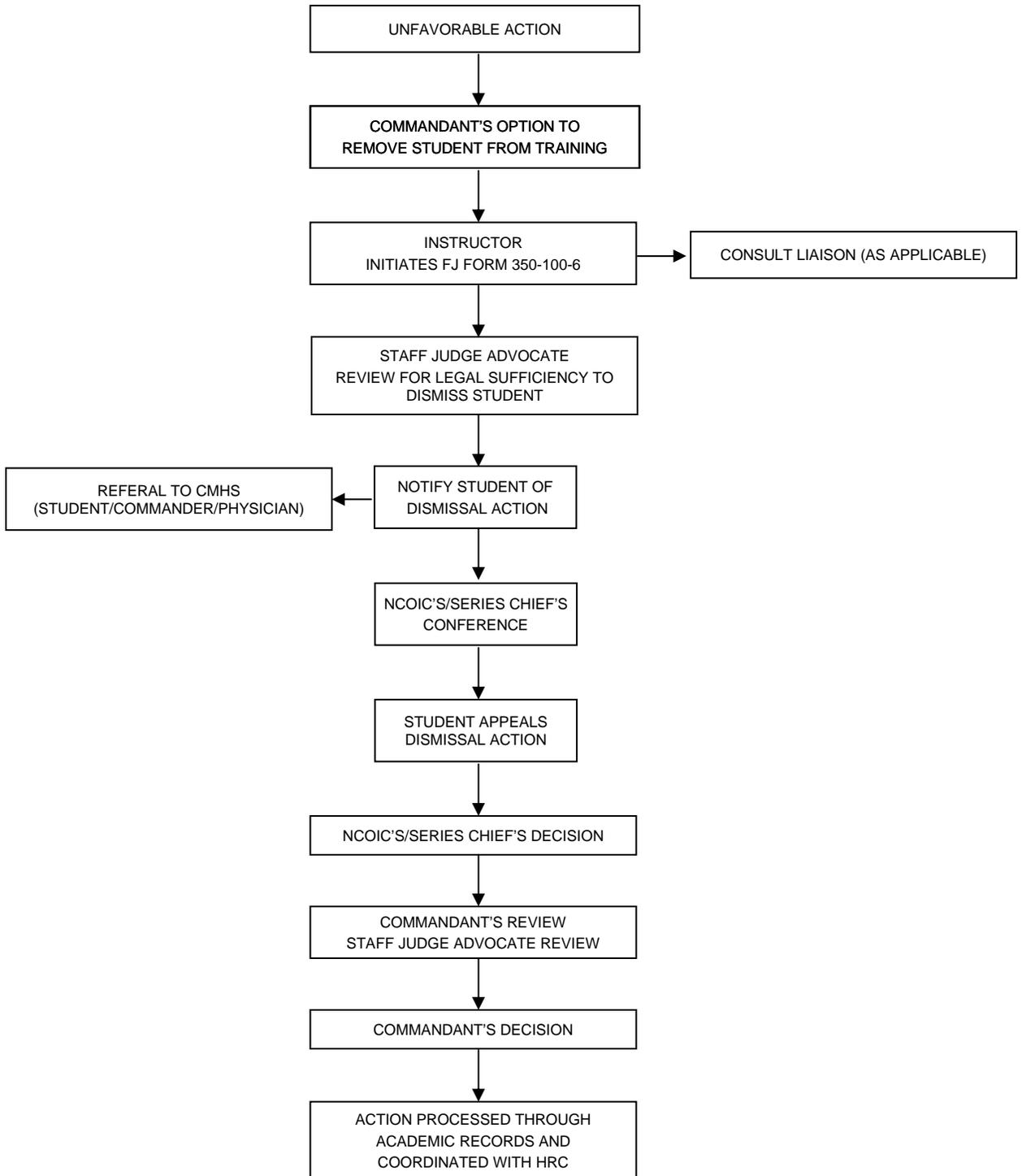


TABLE 8-1

**ACADEMIC RELIEF
ENLISTED NCOA STUDENTS**

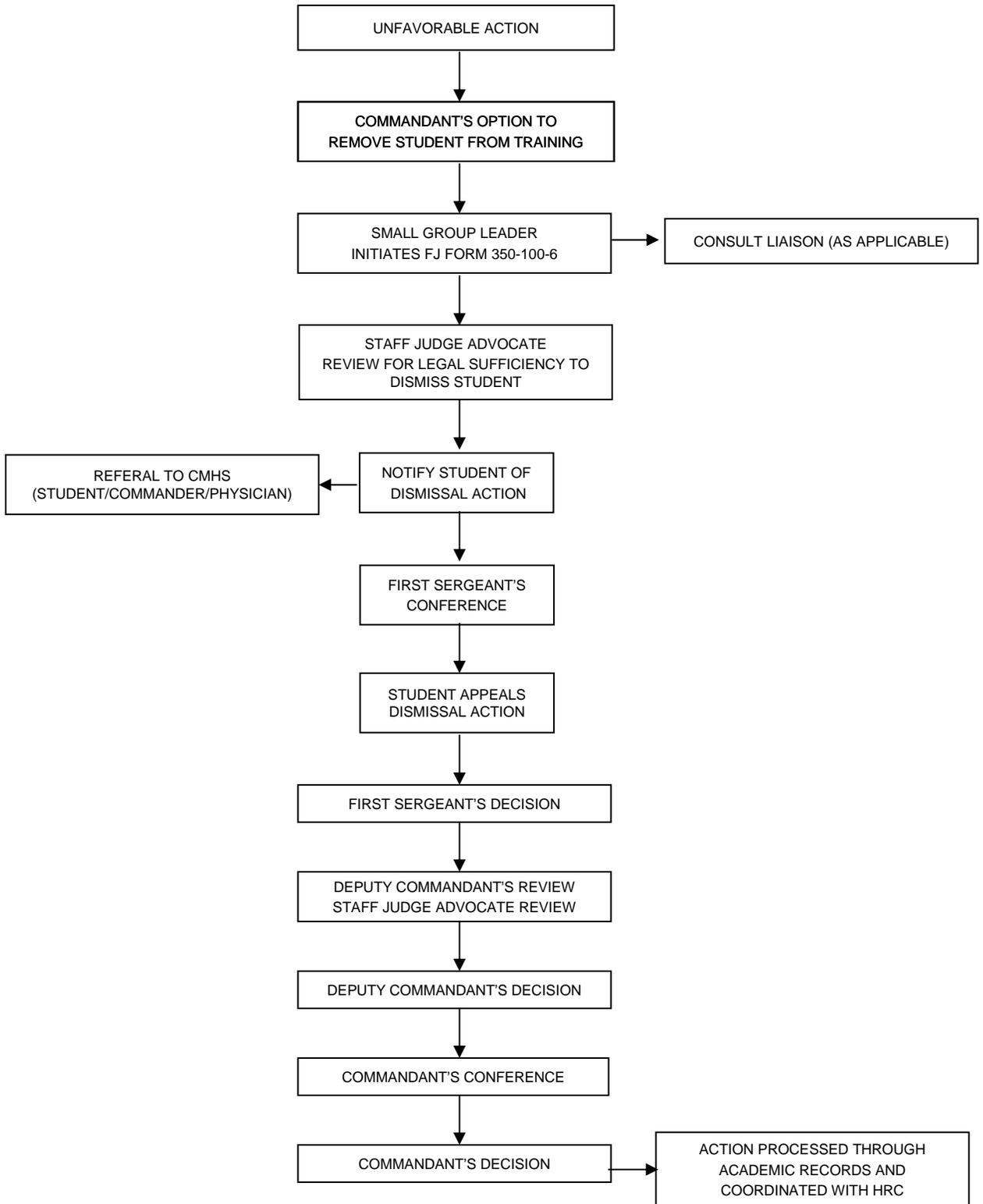


TABLE 8-2

NONACADEMIC RELIEF ENLISTED STUDENTS

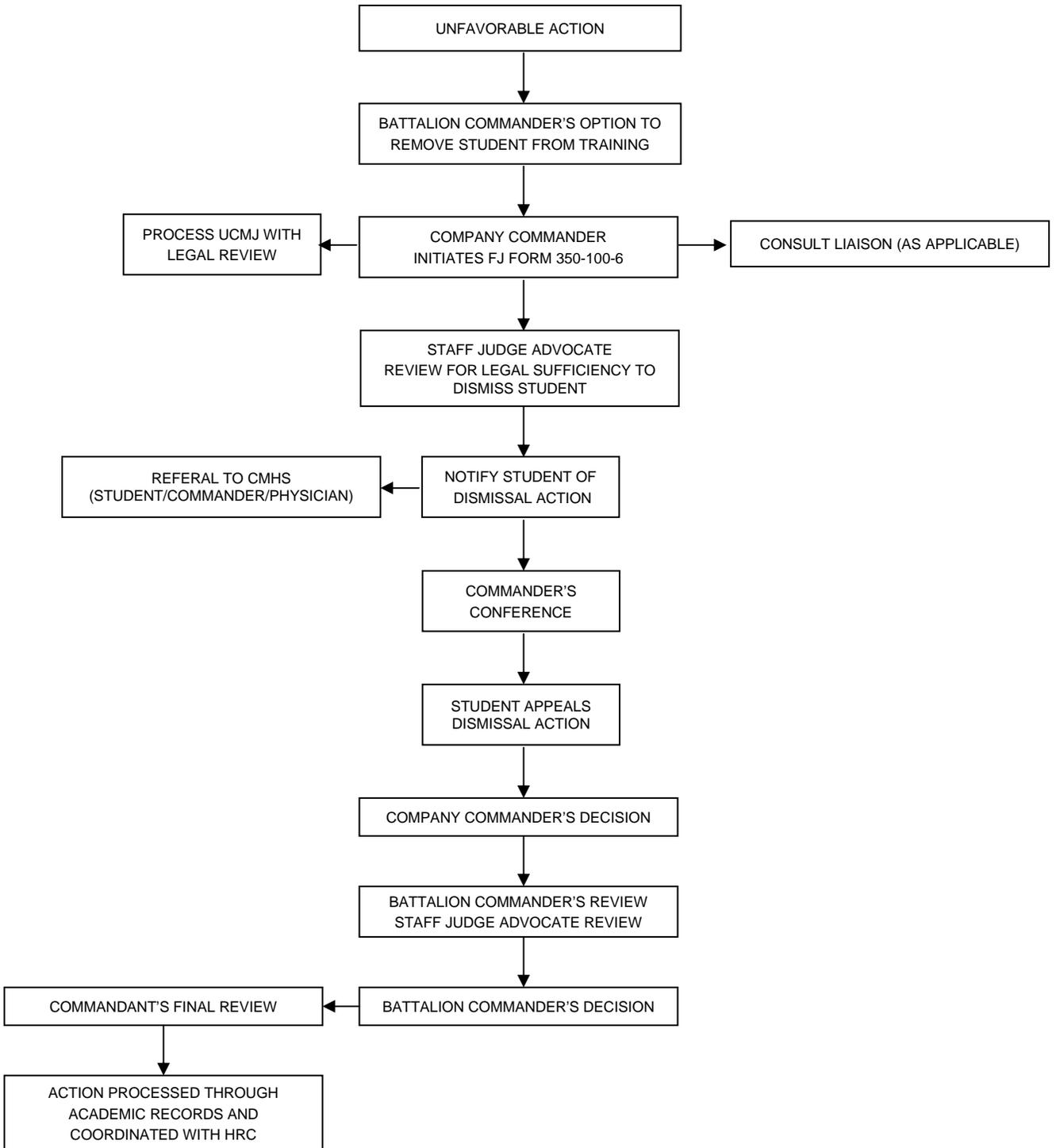


TABLE 9-1

**NONACADEMIC RELIEF
ENLISTED NCOA STUDENTS**

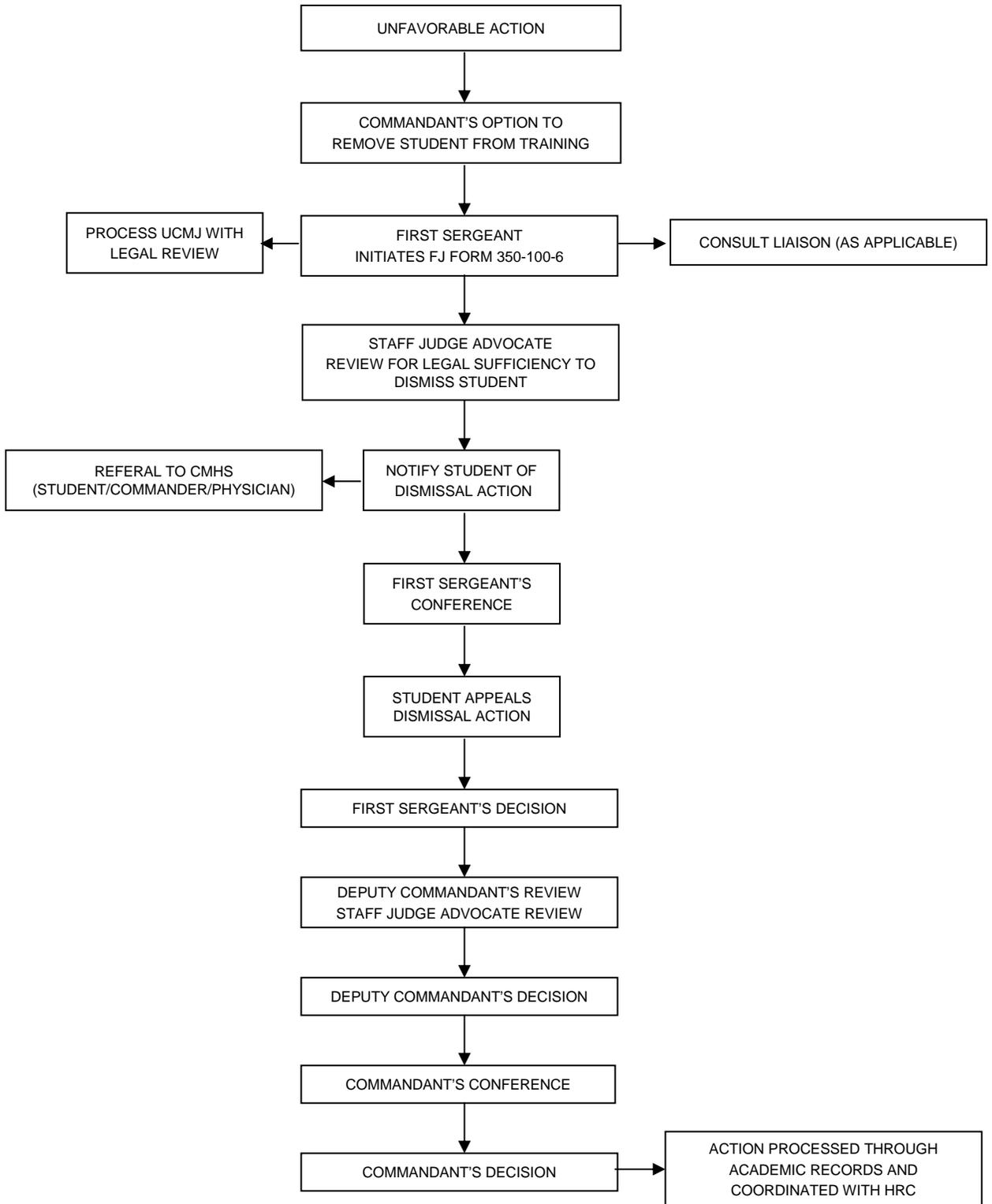


TABLE 9-2

APPENDIX A

REFERENCES

AR 12-15

Joint Security Assistance Training (JSAT).

AR 145-1

Senior Reserve Officers' Training Corps Program: Organization, Administration and Training.

AR 350-1

Army Training and Education.

AR 600-8-24

Officer Transfers and Discharges.

AR 600-9

The Army Weight Control Program.

AR 621-5

Army Continuing Education System (ACES).

AR 623-1

Academic Evaluation Reporting System.

AR 635-200

Enlisted Personnel.

DA PAM 351-4

U.S. Army Formal Schools Catalog.

DODD 6490.1

Mental Health Evaluations of Members of the Armed Forces.

FJ FORM 350-100-6

Student Disposition Form (Appendix C).

FM 21-20

Physical Fitness Training.

FM 22-100

The Army Noncommissioned Officer Guide.

TR 350-6

Enlisted Initial Entry Training (IET) Policies and Administration.

TR 350-10

Institutional Leader Training and Education.

TR 350-18

The Army School System (TASS)

APPENDIX B

GLOSSARY

369th AG BN

Battalion for IET soldiers attending AIT training.

AC Active Component

Members and Units of the Active Army.

ACC Army Accession Command

ADT active duty training

Full-time duty in the active military service of the United States for training purposes.

AER academic evaluation report (DA 1059)

AGS Adjutant General School

AIT advanced individual training

Training given to enlisted personnel subsequent to completion of basic training, so as to render them qualified for award of an MOS. Also, training conducted at Army service schools that qualify an individual to perform in an entry or higher MOS.

ANCOC advanced noncommissioned officer's course

APFT Army physical fitness test

ARNG Army National Guard

ASVAB Army Skill Vocation Aptitude Test

ATRRS Army Training Requirements and Resources System

AWOL absent without leave

BNCOC basic noncommissioned officers course

CCC captains career course

CMHS community mental health services

course

Complete series of instruction units identified by a common title or number.

DA Department of the Army

DA 1059 academic evaluation report (AER)

dismissal

Release from a course

eligible student

A student who meets all of the prerequisites for a course

FIS Finance School

FJ FORM 350-100-6, Student Disposition Form

Used to change a student's status in ATRRS, while insuring an audit trail is maintained for records.

FM field manual

GCMCA general courts-martial convening authority

hold

Any student in an "inactive status," defined as a student not currently progressing toward completion of skill training. Any student in an "inactive status" is reported via the ATRRS with a hold (H) status code and the appropriate reason code listed in Verification Table 09 in ATRRS.

HQDA Headquarters, Department of the Army

HRC Human Resource Command

IAW in accordance with

IDT inactive duty training

Authorized regularly scheduled unit training assemblies, or equivalent training periods performed by RC soldiers who are not in an active duty or active for duty status.

IET initial entry training

Training presented to new enlistees with no prior military service. It is designed to produce disciplined, motivated, physically fit soldiers ready to take their place in the Army in the field.

institutional training

Training, either individual or collective, that takes place in Army service schools, or other TASS locations.

JSAT Joint Security Assistance Training (AR 12-15)

MOA memorandum of agreement

MOS military occupational specialty

MOU memorandum of understanding

NCOA noncommissioned academy

new start

The practice of allowing a student (usually an academically deficient student) to switch to a new class at the beginning of the curriculum within the same course, to provide the soldier the opportunity to make up training missed or to achieve performance standards not attained in the first course as an alternative to dismissal. New start for officers will be IAW TRADOC REG 350-10.

NBG National Guard Bureau

nonprobationary officer

- a. Regular Army commissioned officers and USAR commissioned officers with more than 5 years commissioned service.
- b. Warrant officers with more than 3 years service since original appointment in their present component.

OBC officer basic course

officer

Male or female commissioned officers and warrant officers.

PCS permanent change of station

PLDC primary leadership development course

POI program of instruction

A document which describes a formal resident course primarily in terms of title, purpose, prerequisites, content (to include scopes), type of instruction, length, and required resources/equipment. The POI is prepared according to TRADOC Reg 351-1.

probationary officer

a. Regular Army commissioned officers and officers in the USAR (OTRA) with less than 5 years commissioned service (10 USC 630).

b. Warrant officers who have less than 3 years service since original appointment in their present component (10 USC 101 (35)).

professional development course

Training, either individual or collective, that takes place in Army service schools, or other TASS locations for **non IET** soldiers.

prior service

Having completed and served in the military previously.

RC Reserve Component

Members and units of the Army National Guard and U.S. Army Reserve.

reclassified soldier

Graduates of IET in the ranks of private through sergeant first class that have been selected for training in a different MOS due to reclassification or reenlistment actions. The soldier is assigned to Charlie Company, TSB.

REFRAD release from active duty

remedial training

Additional training given to soldiers enabling them to attain training standards and remain in cycle, rather than receive new starts.

retest

To administer an approved second test.

RRS Recruiting and Retention School

SGL small group leader

An instructor who facilitates role modeling, counseling, coaching, learning, and team building in small group instruction.

SJA staff judge advocate

SOM School of Music

SOP standard operating procedures

SSI Soldier Support Institute

student

An individual formally enrolled in any course of instruction.

TASS The Army School System

TDD training development directorate

TDY temporary duty

TRADOC U.S. Army Training and Doctrine Command

TSB Training Support Battalion

UCMJ Uniform Code of Military Justice

unqualified student

A student who does not meet the prerequisites to enter a course.

USAF U.S. Air Force

USAR U.S. Army Reserve

USARC U.S. Army Reserve Command

USCG U.S. Coast Guard

USMC U.S. Marine Corps

USN U.S. Navy

WOAC warrant officer advanced course

WOBC warrant officer basic course

STUDENT DISPOSITION FORM

SECTION I - STUDENT IDENTIFICATION

Name (Last, First, Middle Initial)	SSN	Rank	MOS/OS	Component
Course Title	Course Code	Class	Start Date	Graduation Date
Student Company (Name and Address)			Point of Contact (Name and Telephone Number)	

SECTION II - RECOMMENDED ACTION: (Check one)

<input type="checkbox"/>	Early Graduation	<input type="checkbox"/>	Administrative Elimination	<input type="checkbox"/>	Academic Elimination	<input type="checkbox"/>	Non Enrollment	Transfer to Course and Class #	New Start to Class #

JUSTIFICATION: (Event Numbers must be used when applicable)

Signature:						Date:				
Recommender					Rank		Position			
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	<input type="checkbox"/>	RETURNED FOR FURTHER ACTION:					

Signature:						Date:					
Approving Official (Reference SSI Reg 350-11)					Rank		Position				
ACTION SUBMITTED TO:			ACADEMIC RECORDS			ACTION SUBMITTED BY:			DATE		
Signature:						Signature:					
ACTION COMPLETED BY:						HRC/RC POC:					
Signature:						FYI:					

FJ Form 350-100-6, JUN 05

Replaces FJ Form 350-100-6, JUN 95

"COMPONENT BLOCK"

RA – Regular Army

AR – Army Reserve
NG – National Guard

CIV – Civilian
FM – International Student

"RECOMMENDED ACTION BLOCKS"

EARLY GRADUATION: (See SSI Reg 350-11 Table 5-1)
Student successfully completes the POI prior to the scheduled graduation

NON-ENROLLMENT: (See SSI Reg 350-11 Table 2-1)
Student reports to school but does not meet prerequisites (i.e. - weight, missing documents, etc.)

ADMIN ELIMINATION: (See SSI Reg 350-11 Tables 6 & 8)
All eliminations "EXCEPT" Academic Eliminations (i.e. - emergency leaves, hospitalizations, personnel actions, etc.)

TRANSFER TO CLASS: (See SSI Reg 350-11 Table 5-3)
ONLY USED TO EQUAL OUT CLASS SIZE (in multiple class start situations)

ACADEMIC ELIMINATION: (See SSI Reg 350-11 Tables 7 & 9)
Failure of same academic test twice
Failure of APFT (if a part of the Grade Plan)
Failure of CPX/FTX

NEWSTART TO CLASS: (See SSI Reg 350-11 Table 5-2)
When the student is recycled to a new class
Place the 5 digit "new start" class number on the line provided in the new start block
(i.e. - 000-05 / 3 digit number, a dash, the fiscal year)

SECTION III – STUDENT ACKNOWLEDGMENT		YES	NO
I have read sections I and II and enclosures ___through___.			
I understand the actions being taken and the consequences.			
I understand that an appointment with community mental health services (CMHS) can be made for me at this time.			
I understand that I will have the right to appeal in writing.			
Remarks:			
Signature:		Date:	
SECTION IV – STAFFING		RECOMMENDED ACTION	Concur
		Non-Concur	
Remarks:			
Signature:		Date:	
Name Rank Position			
Remarks:			
Signature:		Date:	
Name Rank Position			
Remarks:			
Signature:		Date:	
Name Rank Position			
Remarks:			
Signature:		Date:	
Name Rank Position			
Remarks:			
Signature:		Date:	
Name Rank Position			
Remarks:			